

CITY COUNCIL AGENDA

Brainerd, Minnesota
August 21, 2017
7:30 P.M.
Brainerd City Hall
Council Chambers

1. **Call To Order - 7:30 PM**

2. **Roll Call**

___ S. Hilgart ___ J. Lambert ___ K. Stunek ___ K. Bevans

___ D. Badeaux ___ G. Johnson ___ D. Pritschet ___ Mayor Menk

3. **Pledge Of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval Of Minutes**

1. Regular Meeting Held on August 7, 2017

Documents:

[20170807_CCdraft.pdf](#)

B. **Approval Of Licenses**

1. Contractor's Licenses - 2 - New

Documents:

[Contractor Licenses.pdf](#)

C. **Department Activity Reports**

1. Police Chief
2. Finance Director

1. Police Department Monthly Report

Documents:

[PD Report.pdf](#)

D. **Temporary On-Sale Liquor License Application - Submitted By
Brainerd American Legion Post 255 For An Event To Be Held
August 26, 2017 At The NP Convention Center, 210 Blacksmith Cir.,**

Brainerd

6. City Administrator Search - Approval Of Profile, Job Description, Salary Range, And Hiring Process

Documents:

City Administrator Search.pdf

7. Council Committee Reports

A. Safety And Public Works Committee

Documents:

SPW Agenda.pdf

1. College Drive Maintenance Discussion

Documents:

College Drive Maintenance.pdf

2. Event/Street Closure Application - Brainerd Homecoming Parade And 5K/10K

Documents:

Event App.pdf

3. Improvement 16-13 - Restoration Of Greenwood Street

Documents:

Imp 16-13 Change Order 1.pdf

4. Large Patch Quotes - Improvement 17-04

Documents:

Large Patch Quotes.pdf

5. South 6th Street Update

Documents:

S 6th St Update.pdf

6. Transit Bus Purchase Resolution

Documents:

RES Bus Purchase.pdf

7. Transportation Alliance Membership

Documents:

Transportation Alliance.pdf

B. Personnel And Finance Committee

Documents:

PF Agenda.pdf

1. Approval Of Bills & Payments To Contractors

<u>Contractor</u>	<u>Imp #</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Amount Retained</u>
Tom's Backhoe	14-15	Airport Util Ext thru 8/1	\$97,648	\$3,020

2. 2018 Life Insurance Renewal

Documents:

2018 Life Insurance Renewal.pdf

3. Compensation Study Update

Documents:

Compensation Study Update.pdf

4. Discussion Of Interim Period Between City Administrators

Documents:

Discussion Interim Period.pdf

5. Letter Of Credit Option For Collateral

Documents:

Letter of Credit.pdf

6. PTO Committee Report

Documents:

PTO Committee Report.pdf

7. Driver's License Office Lease Amendment

Documents:

DLO Lease Amendment.pdf

8. **Unfinished Business**

A. **Call For Applicants - Informational**
(Application Information at the [City's website](#))

Mayor Recommended: (all terms expire on 12/31 of said year)
Charter Commission - 1 term (Expire 2020)
Transportation Advisory Committee - 1 term (Expire 2018)

9. **New Business**

A. **Additional Agenda Item For August 28th Workshop**

Documents:

Additional Agenda Item 08282017.pdf

10. **Planning Commission**

A. **Rezoning Application - Ordinance 1st Reading - 15073 Riverside Drive, Brainerd**

Documents:

Rezoning 10573 Riverside Drive.pdf

11. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

12. **Staff Reports**

(Verbal: Any Updates since Packet)

13. **Council Member Reports**

14. **Adjourn**

NOTE: Safety and Public Works Committee will meet at 6:45 P.M.
Personnel and Finance Committee will meet at 6:45 P.M.

ANY INDIVIDUAL NEEDING SPECIAL ACCOMMODATIONS,
PLEASE CALL 828-2307
Visit the [City's Website](http://ci.brainerd.mn.us) (ci.brainerd.mn.us)

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

7:00 P.M. – Presentation: The Coalition of Greater Minnesota Cities

The Chair welcomed Mr. Bradley Peterson, Executive Director of the Coalition of Greater Minnesota Cities. Mr. Peterson updated the Council and public on recent CGMC activities including a recap of legislative initiatives. He thanked the Council for the opportunity to appear this evening.

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President Pritschet.

Upon roll call, the following members were noted as present: Hilgart, Lambert, Stunek, Bevans, Johnson and Pritschet. Council Member Badeaux was noted as absent. Mayor Menk was also noted as present.

Council President Pritschet opened the meeting with the Pledge of Allegiance to the Flag.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON TO ADOPT THE CONSENT CALENDAR.

- A. Approval of the Minutes of the Regular Meeting held on July 17, 2017 - Approved**
- B. Approval of Licenses – Approved**
 - Contractor's Licenses –5- New and -3- Renewals
 - Taxi Cab Certificate – Baker Transportation Inc., dba Elite Taxi, 630-30th Ave N. St. Cloud, MN 56304
- C. Department Activity Reports**
 - 1. Fire Chief
 - 2. Parks Director
- D. Minnesota Lawful Gambling Application For Exempt Permit – Submitted by Sexual Assault Services, 324 S. 5th St., Brainerd for an Event to be held December 17, 2017 at Roundhouse Brewery, 1551 Northern Pacific Rd., Brainerd - Approved**
- E. Minnesota Lawful Gambling Application for Exempt Permit – Submitted by The Brainerd Fire Department Relief Association, 23 Laurel St., Brainerd for an Event to be held December 4, 2017 at the Brainerd Fire Department - Approved**

- F. Temporary On-Sale Liquor License Application – Submitted by Mount Ski Gull / Ski Gull Inc., Nisswa, for an Event to be held September 28, 2017 at the NP Event Center, 210 Blacksmith Cir., Brainerd - Approved**
- G. Temporary Liquor License Application – Submitted by Crossing Arts Alliance, 711 Laurel St., Brainerd for an Event to be held September 8, 2017, Contingent on Background Investigation - Approved**
- H. Memorandum of Understanding (MOU) for Brainerd Public Utilities (BPU) Lab Tech Wage Adjustment - Approved**

Upon roll call, members Hilgart, Lambert, Stunek, Bevans, Johnson and Pritschet voted “aye.” No member voted “nay.” The Chair declared the motion carried.

Presentation:

Introduction of Mr. Gary Weiers from DDA Human Resources, Inc.

The Chair welcomed Mr. Gary Weiers, consultant from DDA Human Resources Inc., who has been hired to perform the City Administrator search. Mr. Weiers has been meeting with council members as well as department heads in order to develop the position profile. Mr. Weiers thanks the National Joint Powers Alliance (NJPA) for their cost sharing with this project. The position profile is the information that will be provided to the community and potential candidates and will be finalized for presenting at the next council meeting on August 21, 2017. Mr. Weiers explained the typical venues used in the search throughout the nation and the steps taken in interviewing and hiring. The Council thanked him for the presentation.

Council Committee Reports

Safety and Public Works Committee Report

Agreement of Assessment and Waiver of Notice of Hearing, Hearing, Irregularity and Appeal - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO APPROVE THE REQUEST FROM THE OWNER AND CERTIFYING THE CONNECTION CHARGE OF \$19,237 TO THE OWNER’S TAX ROLLS AND A SIGNATURE ON THE WAIVER OF ASSESSMENT WILL BE REQUESTED BEFORE THE CERTIFICATION.

Anderson Brothers Well Sealing Quotes - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE THREE QUOTES FROM NORTHSTAR WELL DRILLING TOTALING \$5,125 TO SEAL THE WELLS FOR SEWER CONNECTIONS TO BE MADE AT BOTH ANDERSON BROTHERS AND THE AIRPORT.

Committee Chair Bevans explained a variance was granted for the three wells that are next to the project for the landowners to use during construction of the Airport Utility Project. The final stages are to seal these wells to allow Anderson Brothers to connect to City sewer and water before the project can be finalized.

Improvement 14-01 (SAP 108-113-007) Change Order 1 – Oak Street - Approved

Committee Chair Bevans explained it was budgeted to replace a small retaining wall with an existing timber retaining wall, but the material would be difficult to salvage. The staff recommendation to the property owner is to replace it with a block retaining wall.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE CHANGE ORDER IN THE AMOUNT OF \$2,429 TO REPLACE AN UNSALVAGEABLE TIMBER RETAINING WALL WITH A BLOCK RETAINING WALL AT THE NORTHWEST CORNER OF SOUTH 9TH AND OAK STREET.

NW 4th Street (CSAH 20) – Riverside Drive Traffic Study Proposals - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT THE PROPOSAL FROM BOLTEN AND MENK WITH A FEE NOT TO EXCEED \$19,320 AND OBTAIN PROPER SIGNATURES ON THE CONTRACT WHICH CROW WING COUNTY IS TO PAY HALF THE COST.

Committee Chair Bevans stated that considerations from the Non-Motorized Transportation Committee are included within the proposal from Bolten and Menk.

Resolution Combining Construction Projects - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT RESOLUTION NO. 41:17 TO COMBINE IMPROVEMENT 14-03 WITH IMPROVEMENT 16-13.

RESOLUTION NO. 41:17

Upon roll call, members Hilgart, Lambert, Stunek, Bevans, Johnson and Pritschet voted “aye.” No member voted “nay.” The Chair declared the motion carried.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO ADOPT RESOLUTION NO. 42:17 TO COMBINE IMPROVEMENT 15-12 WITH IMPROVEMENT 16-10.

RESOLUTION NO. 42:17

Upon roll call, members Hilgart, Lambert, Stunek, Bevans, Johnson and Pritschet voted “aye.” No member voted “nay.” The Chair declared the motion carried.

Tax Forfeit Non-Conservation Parcel - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ALLOW CROW WING COUNTY TO OFFER THE SALE OF THE LAND TO THE ADJOINING LANDOWNER.

Committee Chair Bevans explained this is a small triangle of property at the end of a dead end alley off of May Street in Northwest Brainerd.

South 6th Street 4 Lane Section – Approved

Committee Chair Bevans recalled the outline of the project by MNDOT was to be a five lane project from Washington Street to Quince Street; from Quince Street South to Joseph Street would be switched to a three lane. When the maps were printed, MNDOT is proposing a single lane heading south from Washington across the railroad tracks to Front Street; it then changes to two lanes for five blocks and reverts back to three lanes. It has been noted that this was not the original plan that was voted on.

MOVED AND SECONDED BY ALDERMEN BEVANS AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO NOTIFY MNDOT OF THE CONCERNS OF THE LOSS OF THE SOUTHBOUND LANE AND REQUEST MNDOT TO RETURN TO COUNCIL TO DISCUSS POSSIBLE SOLUTIONS.

Marohn / Oak Lawn Township Drainage Dispute - Approved

City Engineer Sandy explained the streets in question are where Easy Street and Pine Shores Road intersect. Mr. Bob Marohn owns a small triangle section of property with a garage located at this intersection. Mr. Marohn originally approached the City in 2016 concerned about water being directed onto his property by Oak Lawn Township. City Engineer Sandy spoke with two township officials recently and they are trying to correct the problem.

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO DIRECT STAFF TO NOTIFY MR. MAROHN AND MAINTAIN THE CITY'S STANCE THAT THIS ISSUE IS BETWEEN A ROAD AUTHORITY (OAK LAWN TOWNSHIP) AND A PRIVATE PROPERTY OWNER (MR. MAROHN).

Airport Utility Project SAC-WAC Charges – Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT, DULY CARRIED, TO ACCEPT STAFF RECOMMENDATION THAT THE COLLECTED SAC AND WAC FEES - AS PART OF CONNECTIONS BEING MADE TO CITY SEWER AND WATER AS PART OF THE AIRPORT UTILITY EXTENSION PROJECT - SHOULD BE SPLIT BASED PROPORTIONALLY ON FINAL PROJECT COSTS BETWEEN THE CITY AND BRAINERD PUBLIC UTILITIES (BPU) FOR THE LIFE OF THE BOND.

Request for Direction – Taxi Cab License – 623 N. 5th St. – Planning Department - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO NOTIFY THE PROPERTY OWNER AS WELL AS THE TAXICAB OWNER OF THE ORDINANCE THAT STATES THAT THE PROPERTY OWNER MUST NOTIFY THE CITY OF BRAINERD THAT IT IS ACCEPTABLE TO RUN THE HOME EXTENDED BUSINESS OUT OF THE PROPERTY AND TO LIMIT THE NUMBER OF COMMERCIAL VEHICLES AT THE LOCATION TO ONE.

Council Member Johnson asked if the Planning Departments position is that the taxicab business does not fit the extended home business criteria. Committee Chair Bevans replied the committee is following legal advice suggesting that the way our ordinance is written, it is acceptable.

Council President Pritschet asked if more than one vehicle can be parked at a home based business. City Planner Ostgarden explained that only one commercial vehicle is allowed to be parked at the residence at one time and it could be a potential violation if more than one is parked and the City receives complaints.

Members Hilgart, Lambert, Stunek, Bevans, and Johnson voted “aye.” Council Member Pritschet voted “nay.” The Chair declared the motion carried.

(Added Item) Recommendation to Accept the Quotes from Braun Intertec for Testing Services for City Project 15-12 on the East Frontage Road of South 6th Street and City Project 16-10 Northwest Brainerd - Approved

MOVED AND SECONDED BY ALDERMEN BEVANS AND LAMBERT TO APPROVE THE QUOTES FROM BRAUN INTERTEC FOR TESTING SERVICES FOR PROJECT 15-12 ON EAST FRONTAGE ROAD OF SOUTH 6TH STREET IN THE AMOUNT OF \$9,007 AND FOR PROJECT 16-10 NORTHWEST STREETS PROJECT IN THE AMOUNT OF \$12,934.

Upon roll call, members Hilgart, Lambert, Stunek, Bevans, Johnson and Pritschet voted “aye.” No member voted “nay.” The Chair declared the motion carried.

Personnel and Finance Committee Report

Approval of Bills & Payments to Contractors

<u>Contractor</u>	<u>Imp. #</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Amount Retained</u>
Braun Intertec	14-03	Jackson St. Testing thru 6/16	\$3,134	\$0
Braun Intertec	17-02	2017 Chip Seal Testing thru 6/16	\$659	\$0
S.E.H.	14-15	Airport Util Ext thru 6/30	\$22,022	\$0
Tri-City Paving	16-13	Buffalo Hills Resurfacing thru 7/28	\$6,056	\$319
Tri-City Paving	14-01	Oak St. Mill & Overlay thru 7/28	\$327,478	\$17,288
Tri-City Paving	14-03	Jackson St. Resurfacing thru 7/28	\$56,443	\$2,971

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK TO APPROVE THE PAYMENT OF BILLS AND PAYMENTS TO CONTRACTORS AS RECOMMENDED BY PERSONNEL AND FINANCE COMMITTEE.

Upon roll call, members Hilgart, Lambert, Stunek, Bevans, Johnson and Pritschet voted “aye.” No member voted “nay.” The Chair declared the motion carried.

Fire Department Relief Association Annual Report - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE INCREASING THE FUNDING LEVEL TO \$9,500 PER YEAR OF SERVICE AND AUTHORIZE STAFF TO SIGN THE ANNUAL REPORTS AS PRESENTED.

Committee Chair Johnson explained the benefit level is currently at \$8,750 per year and an increase to \$9,500 is requested. This is the first increase they have requested since 2014.

Police School Resource Officer Contract with ISD 181 - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE CONTRACT WITH ISD 181 AS PRESENTED AND AUTHORIZE THE PROPER SIGNATURES ON THE CONTRACT.

Police Request to Purchase Body Worn Cameras - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE REQUEST TO PURCHASE BODY WORN CAMERAS FROM THE AXON COMPANY IN THE AMOUNT OF \$37,902 FOR THE FIRST YEAR START UP COSTS AND THE ANNUAL COST OF \$23,681 FOR YEARS TWO THROUGH FIVE FOR THE UNLIMITED DATA PLAN.

Committee Chair Johnson stated there was \$40,000 in the capital budget for the body cameras. The quote is for \$37,902 however, a data plan is also being purchased. The total cost will be \$135,281 over a five year timeframe.

Compensation System / Pay Equity Request For Proposals (RFP) - Approved

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE REQUEST FOR PROPOSALS (RFP) AS PRESENTED.

Sewer Gas Monitors Purchase for Sanitary Sewer Crew – Informational Only

Committee Chair Johnson stated the sewer gas monitors for the Street and Sewer Department could not be calibrated. It was not possible to locate replacement sensors to repair them and new monitors were ordered.

2016 Tax Increment Financing (TIF) Report Summary – Informational Only

Committee Chair Johnson explained the Tax Increment Financing Report (TIF) is attached and further questions should be directed to the Finance Director.

Heartland Animal Rescue Team (HART) Rate Increase – Held Over

Council Chair Johnson stated this topic will be held over and discussed at a future council meeting. Safety and Public Works Committee has been directed to review the ordinance for the number of days the animals are held compared to the state statutory minimum.

Set 2018 Budget Workshop Date – Informational Only

Committee Chair Johnson requested to schedule a budget workshop meeting to present the status of the 2018 budget and levy to the Council. The date of Monday, August 28, 2017 at 5:30 p.m. has been set to meet in council chambers.

(Added Item) Parks Department Vehicle – Approved

Committee Chair Johnson explained one of the 2003 Ford F-250 pickup trucks in the Parks Department has been overheating and needs a new head gasket. The cost of the repairs is equivalent to the value of the truck and the truck was proposed to be replaced in 2018. The

recommended action would be to authorize staff to research and enter into a lease agreement with Enterprise for a new vehicle.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO AUTHORIZE STAFF TO ENTER INTO A LEASE AGREEMENT WITH ENTERPRISE ON A NEW VEHICLE.

Unfinished Business

Call for Applicants – Informational:
(Application Information at www.ci.brainerd.mn.us/boards/)

Mayor Recommended: (all terms expire on 12/31 of said year)

Charter Commission – 1 term (Expire 2020)
Transportation Advisory Committee – 1 term (Expire 2018)

New Business

Airport Annual Report - Steven Wright – Informational Only

Mr. Steven Wright, Airport Director introduced himself and thanked the council for the opportunity to present the 2016 Annual Report. Mr. Wright explained strategic, financial and operational highlights as well as enplanement information and the monthly fuel flowage report. Looking ahead is a 20 year Airport Master Plan, water and sewer connections, pavement rehabilitation, fuel tank relocation and designing of an arrival/departure facility.

Brainerd Public Utilities (BPU) Request for Annexation of Property - Approved

City Attorney Langel explained the previously approved Resolution No. 55:16 supporting the Petition for Concurrent Detachment and Annexation of BPU property in Baxter included right-of-ways that were not intended to be annexed. This resolution will correct the legal description.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART TO ADOPT RESOLUTION NO. 43:17 SUPPORTING THE PETITION WITH THE CORRECTED LEGAL DESCRIPTION.

RESOLUTION NO. 43:17

Upon roll call, members Hilgart, Lambert, Stunek, Bevans, Johnson and Pritschet voted “aye.” No member voted “nay.” The Chair declared the motion carried.

Planning Commission

Variance Request – Exterior Building Material – 8299 Wise Road - Approved

City Planner Ostgarden explained the petitioners request to build a 60' x 100' steel building is located on a 7 acre parcel on which a small industrial/commercial business resides. They currently have a 60' x 100' steel building on site that existed when the property was

annexed into the city. The variance request is to not require an alternate exterior material, as the zoning ordinance currently reads “no more than 25% of the building’s exterior is allowed to be steel”. The criterion that needs to be followed in considering granting a variance is as follows:

1. Using the property in a reasonable manner
2. Unique circumstances of the property not created by the landowner
3. The variance would not alter the essential character of the locality

The Planning Commission is recommending denial of the variance as they felt that there is nothing unique about the property.

Council Member Hilgart stated the property is unique, as it is located in a rural area and the building will be located 400’ from the road and will not be highly visible.

Council Chair Pritschet indicated that he suggests the ordinance be reviewed and agrees that it is in a rural area that has an existing steel building and a lot of the surrounding area is undevelopable due to wetlands.

City Planner Ostgarden stated the council is doing exactly what they need to do; follow the criteria and state your position why. Some of the suggested ways to address the issue in terms of the potential for meeting the reasonableness, uniqueness and essential character are as follows:

1. Undeveloped area with surrounding wetlands
2. The location of the building 400’ from the road
3. The building will be north of the existing building furthest from the city limits
4. Buffered from the residential area by wetlands/open areas
5. On the edge of the city limits
6. There are two sections of the Comprehensive Plan that would apply as being met; a) Encourage location of commercial/industrial areas that avoid adverse impacts through residential areas b) Buffer commercial/industrial developments from residential areas in the community

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST AND TO ADOPT THE ABOVE FINDINGS OF FACT SET FORTH BY CITY PLANNER OSTGARDEN.

Discuss Comprehensive Plan Steering Committee and Ward Meetings – Informational Only

City Planner Ostgarden explained the contract with National Joint Powers Alliance (NJPA) is suggesting an eleven member steering committee to represent various sectors in the city. A list of names to consider for those sectors along with the council member representative is provided to you as a guide in nominating those committee members with the most insight. This is a suggestion only and different individuals are welcome to be considered. This is requested to be completed by council to be presented at the second council meeting in September for possible appointment to the committee.

Council President Pritschet appreciated having a prepared list of suggested names as a place to start to assist in the process of asking potential individuals as well as talking points of discussion. City Planner Ostgarden stated the importance that reaching out to these individuals

needs to be done by the elected officials to provide credibility to the process and show them that we want and need them to be a part of this process.

City Planner Ostgarden explained the goal of the ward meetings is to create as robust a community and outreach program as possible; we have the survey committee but it is as important to reach out and sit down with residents on their questions and concerns. A small grant may be available to assist in neighborhood outreach by sending invitations. Once the steering committee is appointed, discussion regarding the ward meetings will be addressed.

Comprehensive Plan – Consider Shared Services Agreement with the National Joint Powers Alliance (NJPA) – Approved

City Planner Ostgarden stated the agreement has been finalized and approved by our City Attorney. Region V will also be assisting with the update as a sub-contractor.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND LAMBERT, DULY CARRIED, TO APPROVE THE NJPA AGREEMENT FOR \$15,000 TO WORK WITH THE CITY OF BRAINERD ON THE COMPREHENSIVE PLAN UPDATE.

Planning Commission Request – Direction on Priority; Antennas and Towers Zoning Ordinance Review - Approved

City Planner Ostgarden explained the Planning Commission is requesting direction from council on the priority to proceed with updating the Zoning Ordinance Section 35; Antennas and Towers. New technology is rapidly developing and the City of Brainerd needs to keep up with the changes. The updates have been drafted, but rather than adopting at this time, they are asking for direction from the council.

City Attorney Langel indicated the issue regarding the telecommunications towers is evolving rapidly due to technology. It is difficult for non-engineers to keep up with the changes. It is suggested the City retains an outside consultant to assist with the updates.

MOVED AND SECONDED BY ALDERMEN JOHNSON AND HILGART, DULY CARRIED, TO APPROVE THE PLANNING COMMISSION TO PROCEED WITH THE ZONING ORDINANCE SECTION 35; ANTENNAS AND TOWERS REVIEW BASED ON THEIR RECOMMENDATIONS AS FOLLOWS: 1) DO NOT LIMIT THE USE TO INDUSTRIAL DISTRICTS 2) EXPAND THE ABILITY FOR COVERAGE 3) PERMIT THE USE WITH LIMITATIONS TO PROTECT THE COMMUNITY HEALTH, SAFETY AND WELFARE OF THE CITY AND IF NECESSARY TO EXAMINE THE NEED FOR OUTSIDE ASSISTANCE AS WELL AS LICENSING FEES.

Public Forum

The Chair Opened the public forum at 8:48 P.M.

The Chair recognized Mr. Rick Adams, Backus, MN who is a telecom consultant. Mr. Adams indicated there are telecom engineers in the area that the city would be able to consult with. The AT&T location in Baxter, MN has a planner on site that should be invited to attend a meeting as well as an individual located at the Chamber of Commerce. Mr. Adams is the individual that originally requested the zoning ordinance be amended, and is representing

Verizon and their engineering interests. The input of the industry is very important when amending the ordinance. The carriers and the city have to work together on solutions.

Mayor Menk indicated it was brought to his attention that there is signage located in the City, particularly downtown, that is no longer being utilized by current businesses. The request is for the City Planner to review the sign ordinances to bring this up to date, as this detracts from our buildings. If the correct ordinances are in place, they need to be enforced.

The Chair Closed the public forum at 8:53 P.M.

Staff Reports

No staff reports were given.

Council Member Reports

Council Member Johnson announced he has been involved with the Destination Downtown Project that is taking place. It has been a rousing success and they have received many applications from businesses that want to be located downtown. The Jaycees held the Lil Rubber Ducky Race last weekend. The format was modified from previous years, and could not have been done without the help from the Brainerd Fire Department and the use of the pumper truck to keep the ducks water slide flowing.

Council Member Hilgart stated she attended the Coalition of Greater Minnesota Cities conference in Fergus Falls last week and found it very informative. It clarified the difference between what the League of Minnesota Cities does and provides versus the Coalition as an advocacy on the part of small cities. The feedback following the legislative sessions was useful as well. Also as members, if we renew our membership, we will have an opportunity to have input to what the legislative agenda will be going forward.

Council President Pritschet indicated he attended the same conference and agrees with the comments of Council Member Hilgart.

Council Member Bevans announced August 1, 2017 was the National Night Out event and a picnic was held in Gregory Park that was well attended by the residents of north Brainerd.

Mayor Menk attended the Jaycees Streetfest last weekend along with Council Member Bevans. Mayor Menk was asked to judge the 25 contestants in the Jaycees Ribfest Contest. They all did a fabulous job on the event.

Mayor Menk and Council Member Johnson presented the Tower Award to Scott Lykins, Director of the Lakes Area Music Festival at the Community Concert last weekend.

City Administrator Thoreen shared he was presented with an Excellence in Service Award from the Coalition of Greater Minnesota Cities at the conference in Fergus Falls.

Adjourn - To Closed Session Pursuant to the Attorney-Client Privilege Under MN Statute 13D.05, Subd. 3(B) – 9:00 p.m.

The Council reconvened into open session at 9:19 P.M.

Adjourn to the Meeting with the City of Baxter on August 14, 2017 at 6:00 p.m. at Prairie Bay

The Chair adjourned the meeting at 9:20 P.M.

James M. Thoreen
City Administrator

CITY OF BRAINERD
LICENSED CONTRACTORS
CITY COUNCIL MEETING
August 21, 2017

(2 New)

CONTRACTOR	TELEPHONE	TYPE	INSURANCE	BOND	STATE NO.
JASON RODMAN CONSTRUCTION LLC 24575 COUNTY ROAD 19 MERRIFIELD, MN 56465 17-0193	(218) 820-4910	GENL	6/25/2018	12/31/2017	BC637713
ACCESS NORTH 606 5TH STREET NW BRAINERD, MN 56401 17-0194	(218) 262-6675	FRAM	6/1/2018	12/31/2017	

**BRainerd POLICE DEPARTMENT
MEMORANDUM**

TO: Brainerd City Council
FROM: Police Chief Corky McQuiston
DATE: 08-14-17
RE: Monthly Report



Annual Fitness Testing



On July 13th and July 27th, we conducted the annual fitness testing of our licensed staff. Over the years, the fitness testing has adapted to changes and trends in the industry. What was once a ten-event test, over time has been condensed down to five core events to help measure an officer's fitness level. We have staff that has had initial training from The Cooper Institute on Law Enforcement Occupational Fitness. Our staff continues to review our fitness testing standards for initial hiring and on-going staff evaluations.

Our current fitness testing is comprised of the following:

1. Sit-ups
2. Push-ups
3. Vertical Jump
4. Illinois Agility Run
5. 1.5 Mile Run

We recently replaced the 600-meter run with the Illinois Agility Run. The trend in the industry is to utilize the Illinois Agility Run. It is a simple test which is easy to administer that helps measure an officer's ability to quickly run a short distance combined with the ability to make several turns in different directions at different angles. For a better explanation of the Illinois Agility run, please watch this short video of a demonstration by the Pennsylvania State Police:

<https://www.youtube.com/watch?v=sHozk5xxAvA>

After the fitness testing, officers went to Camp Ripley for the remainder of the day and worked on active shooter training in the CACTF Facility. We've mentioned the use of the Combined Arms Collective Training Facility (CACTF) in other monthly reports and how valuable it is to have a resource like this accessible to us. Below is a link to familiarize yourself with the CACTF:

http://www.minnesotanationalguard.org/press_room/e-zine/articles/index.php?item=3874



During this training at the CACTF, Officer Troy Schreifels went over ALICE concepts with the patrol staff as they conducted realistic response drills utilizing airsoft firearms. Troy has received training as an ALICE instructor and utilizes this in conjunction with on-going training with ISD 181 staff who has also incorporated ALICE concepts into their emergency action plans. This training and the ALICE concepts flow seamlessly into workplace violence/threat incidents also.



Monthly Activity

Our monthly reports provide the total number of ICRs (Initial Complaint Reports) that cover's most of our daily activity. This month we wanted to show a break down on some of the more common types of that activity that we had in July:

Activity Type	#
Traffic Stops	294
EMS (Emergency Medical Services)	116
Information	86
Agency Assist	78
Disturbance	78
Welfare Check	76
Parking Complaint	62
Suspicious Activity	50
Theft	43
Alarm	42
Driving Complaint	34
Suspicious Vehicle	32
Property Damage Crash	31
Civil Problem	30
Public Assist	29
Suspicious Person	29
Intoxicated Person	20
Domestic	19
Harass Comm	17
Fireworks	13
Gun Permits	11
Request for Extra Patrol	8
Scam/Con	8
Personal Injury Crash	6

Conduct on Premises Activity Report for June

ICR	Date Reported	Title	Address	Summary
17009939	07/15/17	Conduct on Premises	623 Circle Pines Drive	Conduct on Premises Notice

Monthly Police Activity

July	2017	2016
Calls	1630	1614
Citations (Inc. Parking)	228	232
Part I and Part II Crimes Reported	258 **	337

**** Note: This does not include files that have not yet been coded.**

54 parking tickets were issued in the month of July with the following dispositions:

3	Dismissed
3	Business Validations
27	Paid in Full
0	Partial Payments Received
21	No Payment Received

Revenue Recapture Receipts:

To Date: \$ 33,223.69

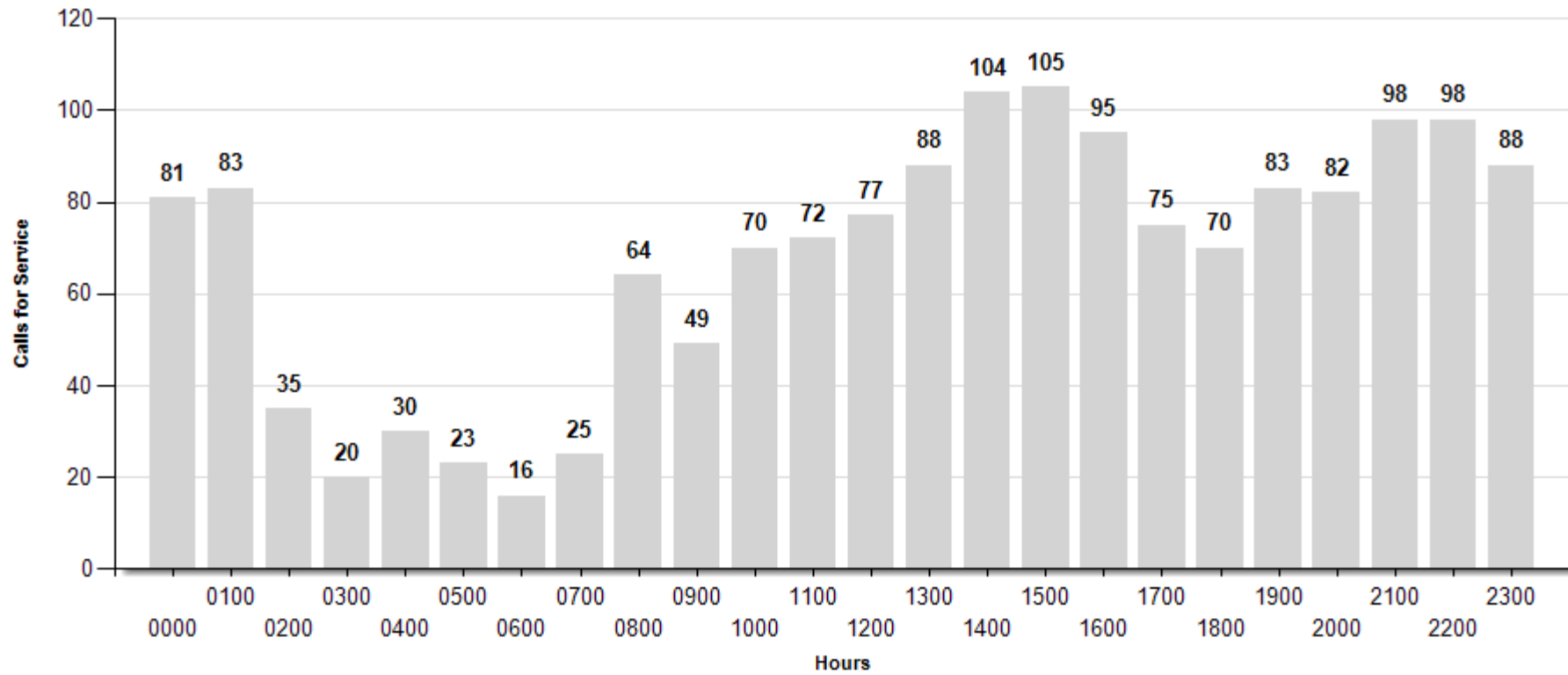
In 2017: \$ 5,214.23



Calls for Service Hourly

7/1/2017 to 7/31/2017

Total Calls: 1685





Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: City Administrator Search - Approval of

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Gary Weiers	Department:
Presenter (Name & Title): Gary Weiers	Estimated Time Needed: 10 Minutes
Summary of Issue: Please see the attached memo.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: Action/Motions needed: 1. Position Profile: Review and approve 2. Salary Range: Review and approve 3. Job Description: Review 4. Timeline: Determine date(s) of final interviews 5. Any questions from the Council	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

August 11, 2017

Honorable Mayor and Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mayor and Council Members,

We are nearing the point of posting the City Administrator position, so I will attend your meeting on August 21, 2017, to review the process and seek approval to move ahead with the search.

As you know, the information gathering process for developing the position profile has been taking place for several weeks. Attached to this memo is the draft position profile that will be discussed and modified as needed at the Council meeting.

Another item of discussion at the meeting is the position salary range. The current salary range for the position is \$99,875-\$117,500. Attached to this memo are salary comparisons for your review. Since the City will soon be conducting a compensation and classification study, you may wish to consider altering the range for this position prior to commencing advertising. In my opinion, it is likely the new study will result a suggested increase to this range, but that will not be done until after someone is already hired. Therefore, this will not be known to prospective candidates at the time of advertising.

Other items of discussion include the job description, search timeline, and interview process. You will see the profile includes tentative dates for the final interviews, so I would like to finalize interview dates with you at the August 21st meeting.

The interviews can be done in one day or two days depending on which components the Council wishes to include in the process. Some of the options for this part of the process include the following:

- City Tour
- Lunch with leadership staff and Council
- Individual interviews with each Council member
- Community meet and greet event
- Leadership staff interview
- Full Council-formal interview
- Other options

The number of components desired will determine whether the process will take place over one or two days. There is no right or wrong approach to this as each City has different preferences.

In summary, the items for discussion at the August 21st meeting include the following:

1. Position Profile: Review and approve
2. Salary Range: Review and approve
3. Job Description: Review
4. Timeline: Determine date(s) of final interviews
5. Any questions from the Council

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Gary Weiers".

Gary Weiers
Associate

Attachments

- Draft Profile
- Draft Timeline
- Salary Comparisons
- Job Description



BRAINERD MINNESOTA



POSITION: CITY ADMINISTRATOR
LOCATION: CITY OF BRAINERD, MINNESOTA
POPULATION: 13,679
BASE SALARY : \$99,875 TO \$117,500



The Community

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. The City is located just north of the geographical center of the state and is the County Seat of Crow Wing County. Brainerd is one of the largest cities in central Minnesota and is home to 13,679 residents who enjoy all this City has to offer. Brainerd is the principal City of the Brainerd Micropolitan Area.

Brainerd was founded in 1870 when the Northern Pacific Railroad's survey determined that its Mississippi River crossing should be located there. Originally named "The Crossing," it was organized as a City three years later, and the community was given the maiden name of Ann Eliza (Brainerd) Smith, wife of the Northern Pacific's first president, John Gregory Smith. As the City grew, it attained prominence as the railroad and wood products center in north central Minnesota. Extensive railroad shops, yards, and sawmills dominated the City's industrial makeup for many years.

Now Brainerd is known for being a vacation destination. Surrounded by lakes and wildlife, Brainerd has much to offer its residents and visitors including exceptional recreational amenities, a solid education system, top-notch healthcare, and an unbeatable quality of life.



Economic Development



The City of Brainerd's economic vitality is supported by a number of entities that seek to help the community thrive. The Brainerd Lakes Area Economic Development Corporation (BLAEDC) is a community-driven, non-profit organization created to preserve and enhance the area's economic base by expanding business, building community, and growing jobs. The Brainerd Lakes Chamber of Commerce works to help businesses connect with people, organizations, and other businesses, advocates on behalf of business interests regarding government concerns at the local, state, and national levels, and promotes business growth through marketing and educational programs. The City of Brainerd Economic Development Authority

also works to promote economic efforts throughout the City.

The City of Brainerd is a growing and active commercial base with significant retail along the Washington Street and nearby State Highway 371 corridors. The City also owns 57 acres of land for development in three separate industrial parks. With the Mississippi River running right through the center of town, Brainerd has a rich history involving the railroad, logging, and paper milling. The Burlington Northern/Santa Fe Railroad still operates a yard near Brainerd's downtown, which recently underwent a nearly \$2 million improvement project that resulted in improvements to the face of the City while retaining its historic appeal.

The workforce in Brainerd tends to be educated, loyal, skilled, and diverse. Some of the major employers include Essentia Health, Brainerd School District, Crow Wing County, Mill Companies, and Ascensus.



Education

Public education in Brainerd is provided by Brainerd Public Schools ISD 181 which enrolls over 6,745 students and is currently in the process of completing a Comprehensive Long Range Facilities Plan. Brainerd Public Schools has six elementary schools, one middle school, one high school, and three alternative programming sites. Four of the elementary schools and the high school are located in Brainerd. In 2014, all six of the District's elementary schools were awarded the National Blue Ribbon Award. Brainerd High School (BHS), along with BHS South Campus, is a comprehensive, public, four-year high school. The South Campus houses students in 9th grade, while students in grades 10-12 are housed at the North Campus. Another public school option is the



Discovery Woods Montessori School, a free, public charter school for grades K-6.

There are also private school options in the City of Brainerd including the Oak Street Christian School, a Seventh-day Adventist School, as well as the St. Francis of the Lakes Catholic School.



Opportunities for higher education can also be found right in the City. Central Lakes College is

one of the 31 Minnesota State Colleges and Universities. It is a comprehensive community and technical college serving approximately 6,000 students per year. The Brainerd Campus dates back to 1938.

Located on the Central Lakes College Campus is a branch of the College of St. Scholastica. St. Scholastica offers a variety of accelerated undergraduate and graduate degree programs and an easy transition for community college students to transition to a four-year degree.



Healthcare

Comprehensive healthcare for the whole family can be found right in the City of Brainerd. Essentia Health Brainerd Clinic, one of Essentia Health's many Catholic facilities, provides a wide range of medical specialties, as well as in-house ancillary patient-care services.

Essentia Health- St. Joseph's Medical Center is a 162-bed nonprofit community hospital with more than 1,000 employees and over 100 physicians representing 21 specialties making St. Joseph's the largest hospital in north-central Minnesota.



Recreational Opportunities

Considered part of Minnesota's Playground, the City of Brainerd is overflowing with opportunities for recreational fun.

With over 450 lakes in the Brainerd Lakes Area, folks can enjoy fishing, water sports, or just relaxing on one of the many beaches. Gull Lake, one of the largest lakes in Brainerd, is one of the most popular. Brainerd is home to the Minnesota School of Diving where residents and visitors can spend the day scuba diving in historic mine pits that are now filled with water and full of a wide variety of fish. Brainerd is also the host of the Brainerd Jaycee's \$150,000 Ice Fishing Extravaganza, the largest ice fishing contest in the world. This winter event generates over \$1 million in revenue for area businesses and over \$150,000 for area charities annually.



Outdoor enthusiasts also have access to hundreds of miles of ATV trails, scenic bike routes, including the famous Paul Bunyan State Trail, as well as many miles of horseback, hiking, and cross country skiing trails. Brainerd also offers some of the most acclaimed and challenging Minnesota golf courses and has been rated a top fifty world golf destination. The City also offers a clean, well-maintained park system for its residents and visitors where folks can enjoy camping, ball diamonds, playground equipment, hockey rinks, basketball, pickle ball, tennis courts, pavilions, and much more.

Racing fans can enjoy watching the races at the North Central Speedway or the Brainerd International Raceway, the largest speedway in the northern Midwest. This track hosts exciting races throughout the summer including the NHRA Lucas Oil Nationals.

Animal enthusiasts can visit the new Safari North Wildlife Park and view wildlife exhibits, feed animals, ride camels, or pet the animals in the barnyard petting zoo. For birdwatchers, the Northland Arboretum offers over 20 miles of trails, scenic gardens, picnic areas, and over 136 bird species frequenting the Arboretum. Hunters are also offered ample opportunity to hunt for small game, ruffed grouse, and whitetail deer.



There is no shortage of arts and culture opportunities throughout the City. Brainerd is home to The Crossing Arts Alliance, located in the historic Franklin Arts Center, The Brainerd Minnesota Cultural Arts Series, located at Central Lakes College, and The Stage North Theatre Company, with performances also at the Franklin Arts Center.

Brainerd offers an excellent variety of dining options whether you are looking for lakeside dining and entertainment, fast food, or fine dining. Craft beer enthusiasts can find locally crafted beer in a unique and historic environment.

Brainerd also offers exciting events throughout the year including the 4th of July Celebration, Arbor Day Celebration, Bike Safety Clinic, Disc Golf Tournament, Easter Egg Hunt, Great Pumpkin Festival, Kids Fishing Clinic, and the annual Skating Party at Gregory Park.

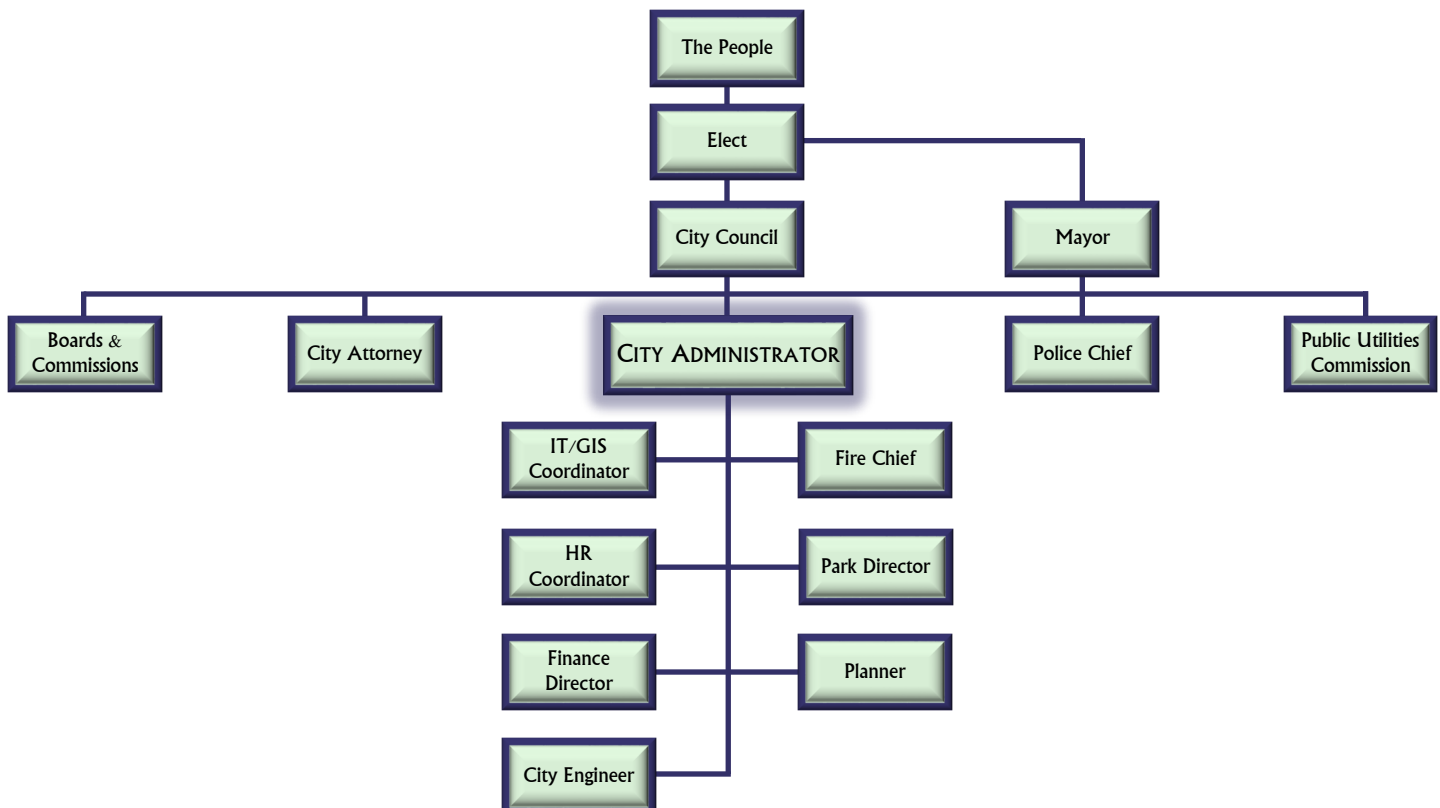
The Organization

The Brainerd City Council is the governing body of the City. The Council has the management and control of all finances and property of the City and all departments. Under the authority of the City's home rule Charter, they have the power and authority to make, enact, ordain, establish, publish, enforce, order, modify, amend, and repeal all ordinances, resolutions, rules, by-laws, and regulations for the governance of the City. The Administration office includes the City Administrator's office and the office of the Mayor. The Mayor is the chief executive officer for the City of Brainerd. The daily affairs of the City of Brainerd are administered through the City Administrator as the chief administrative officer of the City.



The departments of the City of Brainerd work together to provide basic municipal services such as administration, finance, park maintenance and recreation programs, street maintenance, fire service, police protection, planning and development oversight, building inspections, engineering and street design, and transit services. The City owns the Brainerd Public Library and jointly owns the Brainerd Lakes Regional Airport with Crow Wing County. The airport features commercial air service, general aviation, hangar space, and available land for private hangar construction and aviation-related business development. The Brainerd Public Utilities is under the direction of the Public Utility Commission. The Commission is governed by the City Council.

Organizational Chart



Budget Information (Includes General, Public Safety, Parks & Recreation, and Street Maintenance Funds)

	2015	2016	2017
REVENUES			
Property Taxes	2,313,426	2,313,551	2,106,388
Other Taxes	306,900	275,500	252,000
Intergovernmental	4,599,518	4,557,789	4,588,477
Charges for Services	919,366	943,574	881,702
Licenses & Permits	400,253	311,980	320,865
Fines & Forfeits	183,473	155,000	155,000
Special Assessments	37,356	10,800	35,800
Interest	14,165	3,000	6,500
Other Revenue	845,224	846,560	858,245
TOTAL REVENUES	9,619,681	9,417,754	9,204,977
EXPENDITURES			
General Government	2,128,364	2,074,759	2,230,934
Police	3,302,162	3,325,614	3,343,351
Fire	1,348,403	1,103,687	1,016,364
Misdemeanor Prosecutor	182,221	185,682	185,682
Animal Control	64,458	69,000	69,000
Parks—all programs	998,275	982,921	995,230
Street & Sewer	850,432	969,514	967,903
TOTAL EXPENDITURES	8,874,315	8,711,177	8,808,464
OTHER SOURCES (USES)			
Transfer In (Out)	(325,781)	(712,577)	(381,513)
Other Sources (Uses)	74,607	6,000	-
TOTAL OTHER SOURCES (USES)	(251,174)	(706,577)	(381,513)
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES AND OTHER SOURCES (USES)	494,192	-	15,000
Fund Balance—Jan 1st	3,031,016	3,525,208	3,525,208
Fund Balance—Dec 31st	3,525,208	3,525,208	3,540,208
EXPENDITURES			
Personnel Services	6,101,008	6,084,042	6,121,240
Supplies	341,047	438,850	427,000
Services	1,742,311	1,729,690	1,816,345
Other	437,200	448,595	443,879
Capital	252,749	10,000	-
TOTAL EXPENDITURES	8,874,315	8,711,177	8,808,464

Administrator Core Duties

- ♦ Serves as the chief administrative officer of the City; administers policies and directives of the Council.
- ♦ Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
- ♦ Advises the Council of financial conditions and current and future City needs; prepares a variety of studies, reports, and related information for decision-making purposes.
- ♦ Prepares, presents, and administers the annual budget and capital improvement plan; directs short and long term strategic and financial planning processes.
- ♦ Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council.
- ♦ Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc.
- ♦ Administers all personnel policies and actions; recommends and/or participates in hiring employees and directs the evaluation of employee performance.
- ♦ Represents the Council in negotiations with the City's recognized bargaining units and oversees contract administration.



- ♦ Interprets and enforces local, state, and federal laws, ordinances, policies, and rules related to local government; prepares ordinance, resolutions, and policies for Council approval.
- ♦ Supervises purchasing for the City, including the collection of estimates, quotations, and sealed bids; approves purchases and recommends the award of contracts.
- ♦ Represents the City at meetings and official functions as appropriate.
- ♦ Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

Desired Administrator Attributes

- ♦ Be an effective communicator with people from all walks of life.
- ♦ Be a strong leader that leads by example and by demonstrating a calm, even-tempered leadership style.
- ♦ Have a progressive vision and the ability to turn ideas into reality.
- ♦ Have a well-developed perspective of the importance of all employees to organizational success.
- ♦ Be a skilled delegator who knows what to delegate and when delegation should occur.
- ♦ Understand economic development and have the ability to impact business expansion and development.
- ♦ Be a motivational leader.
- ♦ Value and expect exceptional customer service.
- ♦ Be approachable.
- ♦ Understand teamwork and be an effective team leader.
- ♦ Have a sense of humor.

Goals and Priorities

- ♦ Help the Council develop strategies and methods to stimulate continued downtown development and redevelopment.
- ♦ Assist in the development of plans to address upcoming staff turnover due to a significant wave of retirements.
- ♦ Continue to build relationships with legislators and state agencies to ensure Brainerd is considered for state investment.
- ♦ Assist the Council in developing long-term capital investment plans that include needs and funding strategies.
- ♦ Be involved in the community in ways that demonstrate a passion for the City and a genuine sense of civic investment.
- ♦ Help the Council shape their positive and proactive agenda in a manner that can be implemented and supported by citizens.
- ♦ Help develop proactive communication strategies so that all citizens have ready access to pertinent City information.
- ♦ Work with the Council and community groups to help refine the vision for riverfront development.
- ♦ Develop branding strategies that sharpen the name recognition “Brainerd” already has to the City proper.
- ♦ Capitalize on technology use to improve efficiency in the City.

Position Announcement

City Administrator: City of Brainerd, Minnesota

Salary Range: \$99,875 to \$117,500

Nestled in the heart of the Lakes Country is the City of Brainerd, Minnesota. Brainerd is one of the largest cities in central Minnesota and is home to 13,679 residents who enjoy all this City has to offer.

Qualifications for the position include a bachelor's degree in Public Administration, Business Administration, or related field, and five years of management and supervisory experience in a governmental agency. An advanced degree is preferred.

The position profile is available at: <https://www.daviddrown.com/active-job-searches>.

To apply, go to <https://daviddrown.hiringplatform.com/15436-brainerd-city-administrator/39131-application-form/en>, and complete the process by September 20, 2017. Finalists will be selected by the City Council on October 16, 2017, and final interviews are scheduled for November 8 and 9, 2017.

Please direct questions to Gary Weiers at gary@daviddrown.com or 612-920-3320 x109.



DDA Human Resources, Inc.
Faribault Office
1327 Merrywood Court
Faribault, MN 55021
Phone: 612-920-3320 x109
Fax: 612-605-2375
gary@daviddrown.com
www.daviddrown.com

CITY OF BRAINERD
POSITION DESCRIPTION

Title of Class: City Administrator
Effective Date: July 2, 2012

FLSA Status: Exempt

GENERAL DESCRIPTION OF WORK

Serving as the chief administrative officer of the City, planning, controlling and directing the administration of operational staff and affairs, excluding the Public Utilities Department, leading short and long term planning efforts in coordination with the Council, providing leadership to economic development affairs, and related duties as implied or assigned. Work is performed under the broad direction of the City Council. Position has direct or indirect supervision over all staff within the City.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The functions listed below are representative of the knowledge, skill and/or ability required and are not meant to be an exhaustive list of functions. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Serves as chief administrative officer of the City; administers policies and directives of the Council.
- Coordinates activities of the City Council and keeps Council members informed; prepares agendas and supporting materials for Council meetings and makes presentations and recommendations; attends Council meetings.
- Advises the Council of financial conditions and current and future City needs; prepares a variety of studies, reports and related information for decision-making purposes.
- Prepares, presents and administers the annual budget and capital improvement plan; directs short and long term strategic and financial planning processes.
- Manages and supervises City departments and operations to achieve goals and objectives within available resources established by the Council.
- Oversees and coordinates the establishment and implementation of economic development policies and programs; participates in determining and recommending priorities for community development programs including tax increment financing, revolving loan fund, etc.
- Administers all personnel policies and actions; recommends and/or participates in hiring employees; and directs the evaluation of employee performance.
- Represents the Council in negotiations with the City's recognized bargaining units and oversees contract administration.
- Interprets and enforces local, state or federal laws, ordinances, policies and rules related to local government; prepares ordinances, resolutions, and policies for Council approval.
- Supervises purchasing for the City, including the collection of estimates, quotations and sealed bids; approves purchases and recommends the award of contracts.
- Represents the City at meetings and official functions as appropriate.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of local, state and federal laws, rules, and regulations applicable to city government.
- Thorough knowledge of local government processes and services, economic development and planning, personnel management and organizational development.
- Thorough knowledge of financial practices in the public sector.
- Thorough skill supervising and overseeing the actions of city employees.
- Thorough skill operating standard office equipment and related hardware and software.
- Thorough skill disseminating information for processing by the Council.
- Thorough skill preparing, presenting and administering budgets and managing resources.
- Thorough skill leading short and long term planning programs and initiatives.
- Ability to communicate effectively, orally and in writing.
- Ability to supervise staff and to delegate work.
- Ability to effectively participate in strategic planning and goal setting.
- Ability to plan and analyze city operations, develop alternatives, and to determine the costs, advantages and disadvantages of various alternatives.
- Ability to research and prepare accurate and thorough reports.
- Ability to perform mathematical calculations and to analyze data.
- Ability to assist the Council to prioritize city needs.
- Ability to coordinate city departmental operations and services, and to allocate resources effectively.
- Ability to maintain confidentiality, to mediate disputes, and to negotiate contracts.
- Ability to establish and maintain effective working relationships with elected officials, staff, other public officials, local business and organizational leaders and the general public.

QUALIFICATIONS

Bachelor's degree in public, business administration or a related field and five years of management and supervisory experience in a governmental agency. Advanced degree preferred.

PHYSICAL REQUIREMENTS

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing and repetitive motions, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Salaries: City Administrator
City Population of 10,000 to 20,000

Organization	Population	Region	Job Title	Range Min	Range Max	Eff Date
Fairmont	10,619	Southwest	City Administrator	\$110,843.80	\$138,554.80	4/27/2017
Cloquet	12,180	Northeast	City Administrator	\$85,756.01	\$112,924.30	4/21/2016
Monticello	13,136	Central	City Administrator	\$88,981.00	\$115,676.00	3/15/2017
Worthington	13,145	Southwest	City Administrator	\$92,146.16	\$124,671.00	4/26/2017
Marshall	13,156	Southwest	City Administrator	\$102,315.20	\$136,427.20	3/27/2017
New Ulm	13,327	Southwest	City Manager	\$105,830.40	\$128,752.00	4/6/2017
Alexandria	13,340	Central	City Administrator	\$88,206.87	\$110,258.60	5/24/2017
Brainerd	13,371	Central	City Administrator	\$99,875.14	\$117,500.20	8/7/2017
Bemidji	13,541	Northwest	City Manager	\$96,117.00	\$119,876.00	4/20/2017
Fergus Falls	13,733	Central	City Administrator	\$77,001.60	\$107,868.80	6/21/2016
Hutchinson	14,200	Central	City Administrator	\$98,280.00	\$147,430.00	3/13/2017
Otsego	15,472	Central	City Administrator	\$104,775.20	\$130,170.60	4/4/2017
Buffalo	16,033	Central	City Administrator	\$107,744.00	\$128,648.00	4/19/2017
Red Wing	16,445	Southeast	Council Administrator	\$112,611.20	\$137,384.00	3/31/2017
St. Michael	17,081	Central	City Administrator/PW Director	\$108,992.00	\$132,912.00	3/9/2017
Albert Lea	18,016	Southeast	City Manager	\$95,388.80	\$124,009.60	4/18/2017
Willmar	19,558	Central	City Administrator	\$108,501.10	\$149,514.60	7/26/2017
Northfield	20,007	Central	City Administrator	\$129,795.00	\$164,569.00	6/23/2017
Average				\$100,731.14	\$129,285.93	

Source: 2017 League of Minnesota Cities Salary Survey

City of Brainerd
Draft Administrator Search Timeline
July 25, 2017

ITEM	TASK	COMPLETION DATE
Decision by City Council to proceed		July 17, 2017
Information gathering	◆ Gather all pertinent background information ◆ Gather salary information and review job description	August 1, 2017
Professional profile	◆ Develop position profile and advertisement	August 11, 2017
Approve position profile	◆ City Council approves profile, job description, salary range, and hiring process	August 21, 2017
Candidate recruitment	◆ Post position immediately upon approval of profile ◆ Comprehensively advertise ◆ Email and phone calls to prospective candidates	August 23- September 20, 2017
Screening of applicants	DDA will review and rank applicants based on job related criteria and select semifinalists	September 21, 2017
Video Interview	Each semifinalist will participate in a video interview	October 4, 2017
Personality Index	DDA will administer a work-related personality index to all semifinalists.	October 4, 2017
Selection of finalists	◆ City Council reviews semifinalists and selects finalists for interviews ◆ DDA will notify candidates not selected as finalists	October 16, 2017
Background check of all finalists selected for interviews	◆ Includes: ◆ Criminal background: county, state, national ◆ Sex offender registry ◆ Social Security number verification ◆ Employment and education verification ◆ Credit Check	October 31, 2017
Reference check on all finalists	DDA will conduct reference checks with current and former employers on all finalists	October 31, 2017
Intellectual profile	DDA will administer an intellectual profile measuring verbal reasoning, mathematical and logical reasoning, and overall mental aptitude	October 31, 2017
Finalist Packet	DDA will provide the Council information including: ◆ Summary of references ◆ Results of background checks ◆ Personality index reports ◆ Resumes, etc.	November 1, 2017
Interviews	DDA will prepare all interview materials and be present at all interviews and other functions. It is recommended that interviews be at a special meeting	November 8 & 9, 2017
Decision	City Council will select candidate for offer	November 9, 2017
Offer and agreement	DDA will negotiate agreement with selected person	November 10, 2017
Projected start date	New Administrator begins	December 11, 2017
Follow up	DDA will follow up periodically with the new Administrator	December 2018

**CITY OF BRAINERD
SAFETY AND PUBLIC WORKS COMMITTEE
AGENDA**

August 21, 2017
City Council Chambers
6:45 PM

1. College Drive Maintenance Discussion
2. Event/Street Closure Application – Brainerd Homecoming Parade and 5K/10K
3. Improvement 16-13 – Restoration of Greenwood Street
4. Improvement 17-04 - Large Patch Quotes
5. South 6th Street Update
6. Transit Bus Purchase Resolution
7. Transportation Alliance Membership



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: College Drive Maintenance Discussion

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy, City Engineer	Department: Engineering
Presenter (Name & Title): Paul Sandy, City Engineer	Estimated Time Needed: 10 Minutes
Summary of Issue: Per previous discussions, attached are two memos from Tony Sailer, Park Director and other information regarding the maintenance on College Drive.	
Alternatives, Options, Effects on Others/Comments: Engineering staff has prepared some preliminary cost estimates of some different options for more maintenance friendly hardscapes/softscapes. Each estimate is split according to roundabout, splitter island, and median. If it is the committee's desire, these items can be mixed and matched and a project can be created this winter for implementation during next year's construction season. Staff wanted to get the discussion on this going so a decision on the future of the maintenance on College Drive could be made in the next few months.	
Recommended Action/Motion: Discussion Item.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☐ No <u>Please Explain:</u>	

Memo

To: City Council
Mayor Ed Menk
City Administrator Jim Thoreen
From: Tony Sailer, Director 
RE: College Drive maintenance
Date: May 31, 2016

On May 23 the Parks and Recreation Director and Maintenance Foreman met with City Administrator Jim Thoreen and City Engineer Jeff Hulsether to discuss the maintenance of College Drive.

Parks and Recreation staff mow the median about once per week in the summer. This involves one person mowing the median and another weed whipping as there are fences, trees, plants and rock gardens. There was also discussion about weeding the roundabouts, which staff does not have adequate time to do as it has a hard time keeping up with the mowing throughout our park system during the growing season.

There was also discussion about the safety of the persons mowing the median as there have been numerous instances of vehicles jumping the curb which has damaged fencing, sprinkler heads and trees.

A number of options for the mowing and weeding of College Drive were brought up and the issue and options were discussed at the Park Board meeting on May 23. The options included:

- Replace the sod with concrete and artificial turf while retaining the trees
- Hire a seasonal employee specifically to mow, weed whip and remove weeds
- Seek service clubs to "adopt" a roundabout for weeding purposes
- Replace the plants in the roundabouts with low maintenance plants
- Have the Street Department use a tanker truck to water the medians since the sprinkler system is no longer in working order
- Hire a contractor for the maintenance of College Drive

A number of communities were contacted to see how roundabouts with medians between four-lane roadways were maintained. Findings included:

St. Cloud: Medians are concrete. Roundabouts consist of grass, flowers and planters. Neighbors "adopt a roundabout" and are given safety vests. The Public Works supervisor said the roundabouts are near the college and the roadway is not very busy in the summer months.

Richfield: Areas of concrete; areas of grass. The roundabouts are grass and shrubs (a future roundabout will have a featured art piece). The Public Works supervisor said the medians are mowed three or four times per year with partial lane closings for safety of the workers.

Worthington: One roundabout median is grass; the other roundabout median is asphalt. The stretch of road with the grass median has a 45 mph speed limit. Maintenance workers mowing wear safety vests, but there are no lane closures and no other safety measures. City workers mow every other week. Both roundabouts consist of trees and mostly grass. The grass in the roundabout is allowed to grow naturally and is not mowed.

Forest Lake and Mankato were reached out to but did not return phone calls.

To: Paul Sandy, City Engineer
Jim Thoreen, City Administrator
Ed Menk, Mayor
City Council members
From: Tony Sailer, Parks and Recreation Director *TS*
RE: College Drive maintenance
Date: July 26, 2017

Since College Drive was completed, there has been continual issues with the maintenance of medians and roundabouts – most notably the mowing and weeding.

The attached memo provided to the City Council, City Administrator and Mayor on May 31, 2016, notes the issues the Parks and Recreation Department faces with maintaining the areas along and within the roadway. Information was also received from three other communities which have roundabouts, how they were designed, and how they are maintained.

To reiterate the 2016 memo:

- Parks and Recreation staff mow the median about once per week in the summer. This involves one person mowing the median and another weed whipping as there are fences, trees, plants and rock gardens.
- The department does not have enough staff to weed the areas that are not mowed. Staff can barely keep up with mowing throughout the park system, not to mention all the other duties required of the maintenance staff. There are 10 parks actively maintained along with 12 ball fields that are mowed and groomed five-to-seven days a week (some more than once per day). About 200 garbage canisters are dumped every day and five restroom facilities are cleaned every day. There is also the general maintenance of facilities; mowing city hall, NE fire station and the police parking lot; vandalism to facilities; large facility improvement projects, etc. This is done with five full-time and six part-time employees. We are a 7-day a week operation in the summer months.
- Safety is a huge concern. By all rights, lanes next to the median should be closed while personnel are mowing the median. There have been numerous instances of vehicles jumping the curb which has damaged fencing, sprinkler heads and trees. Closing lanes, or even using an “arrow” truck would require even more personnel. Mowing the median is putting personnel in an extremely dangerous situation.

The May 2016 memo also discussed options for maintaining College Drive (see attached).

PRELIMINARY ENGINEER'S ESTIMATES
College Drive Roundabouts
Grass Only Option
August 4, 2017

CENTER ISLANDS

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	TOTAL COST
1	2021.501	Mobilization	LS	1	\$500.00	\$500.00
2	2105.501	Common Excavation (P)	CY	125	\$10.00	\$1,250.00
5	2563.601	Traffic Control	LS	1	\$1,000.00	\$1,000.00
6	2574.525	Common Topsoil Borrow (LV)	CY	125	\$30.00	\$3,750.00
7	2575.555	Turf Establishment	AC	0.23	\$3,000.00	\$690.00
				TOTALS		\$7,190.00

SPLITTER ISLANDS

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	TOTAL COST
1	2021.501	Mobilization	LS	1	\$500.00	\$500.00
2	2105.501	Common Excavation (P)	CY	118	\$10.00	\$1,180.00
5	2563.601	Traffic Control	LS	1	\$1,000.00	\$1,000.00
6	2574.525	Common Topsoil Borrow (LV)	CY	118	\$30.00	\$3,540.00
7	2575.555	Turf Establishment	AC	0.22	\$3,000.00	\$660.00
				TOTALS		\$6,880.00

MEDIANS

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	TOTAL COST
1	2021.501	Mobilization	LS	1	\$1,200.00	\$1,200.00
2	2105.501	Common Excavation (P)	CY	475	\$10.00	\$4,750.00
5	2563.601	Traffic Control	LS	1	\$1,000.00	\$1,000.00
6	2574.525	Common Topsoil Borrow (LV)	CY	475	\$30.00	\$14,250.00
7	2575.555	Turf Establishment	AC	0.88	\$3,000.00	\$2,640.00
				TOTALS		\$23,840.00

PRELIMINARY ENGINEER'S ESTIMATES
College Drive Roundabouts
4" Concrete Option
August 4, 2017

CENTER ISLANDS

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	TOTAL COST
1	2021.501	Mobilization	LS	1	\$3,000.00	\$3,000.00
2	2105.501	Common Excavation (P)	CY	251	\$10.00	\$2,510.00
3	2211.501	Aggregate Base, Cl. 5 (CV)	CY	125	\$25.00	\$3,125.00
4	2521.501	4" Concrete Walk	SF	10,148	\$5.00	\$50,740.00
5	2563.601	Traffic Control	LS	1	\$1,000.00	\$1,000.00
				TOTALS		\$60,375.00

SPLITTER ISLANDS

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	TOTAL COST
1	2021.501	Mobilization	LS	1	\$3,000.00	\$3,000.00
2	2105.501	Common Excavation (P)	CY	236	\$10.00	\$2,360.00
3	2211.501	Aggregate Base, Cl. 5 (CV)	CY	118	\$25.00	\$2,950.00
4	2521.501	4" Concrete Walk	SF	9,550	\$5.00	\$47,750.00
5	2563.601	Traffic Control	LS	1	\$1,000.00	\$1,000.00
				TOTALS		\$57,060.00

MEDIANS

ITEM NO.	SPEC NO.	DESCRIPTION	UNIT	TOTAL	UNIT PRICE	TOTAL COST
1	2021.501	Mobilization	LS	1	\$11,000.00	\$11,000.00
2	2105.501	Common Excavation (P)	CY	951	\$10.00	\$9,510.00
3	2211.501	Aggregate Base, Cl. 5 (CV)	CY	475	\$25.00	\$11,875.00
4	2521.501	4" Concrete Walk	SF	38,506	\$5.00	\$192,530.00
5	2563.601	Traffic Control	LS	1	\$2,000.00	\$2,000.00
				TOTALS		\$226,915.00

PRELIMINARY ENGINEER'S ESTIMATES
College Drive Roundabouts
Artificial Turf Option - Estimated Turf Cost Only
August 4, 2017

CENTER ISLANDS: \$142,072.00

SPLITTER ISLANDS: \$133,700.00

MEDIANS: \$539,084.00



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Event/Street Closure Application - Homecoming Parade and 5K/10K

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy, City Engineer	Department: Engineering
Presenter (Name & Title): Paul Sandy, City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached is an Event/Street Closure Application for the Brainerd Homecoming Parade and 5K/10K to take place on Saturday, September 30, 2017 from 7:30 AM - 12:00 PM.	
Alternatives, Options, Effects on Others/Comments: The parade route requested for the closure includes the use of Laurel, S 4th Street, S 5th Street, and Front Street for staging and S 5th Street, College Drive, and East River Road for the parade route. The 5K will utilize the paved trail in Kiwanis Park and the trail/sidewalk on College Drive/S 5th Street, Laurel Street, and East River Road. The 10K will utilize the paved trail in Kiwanis Park and the sidewalk/trail on College Drive/S 5th Street, Laurel Street, and East River Road.	
Recommended Action/Motion: Staff recommends approval of the event/street closure application with the conditions that the event staff organize with with the street department for traffic control along the parade routes. The event staff will organize and plan with the police department for temporary closures along the 5K/10K routes.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

Application for a Street Closure, Special Event and Festival Permit

PART I: GENERAL INFORMATION

Name of the event: Brainerd Homecoming - Parade: 5K/10K
Date(s) of the event: Saturday, Sept. 30, 2017
Time of event (setup to breakdown): 7:30am - Noon
Location: Brainerd - see maps
Estimated number of attendees: Parade = 2,400 5K = 240

Organizer Information

Organizer's name (Please print): Brainerd Jaycees - 5K/10K
Organizer's address: 213 S. Elm Street, Brainerd MN 56401
Event contact person: Parade - Holly Holm 5K-10K - Angie Nelson angie@brainerdjaycees.com
Event contact daytime phone number: (h) — (w) 218-824-5224 (c) 218-821-3271
Event contact persons e-mail address: holly@brainerdcommunityaction.com
Contact name and phone number to be used on the day of the event:
(h) — (w) — (c) 218-821-3271
For Profit/Nonprofit status (type): Nonprofit

Applicant Information, if different from the event organizer:

Applicant name (Please print): _____
Applicant address: _____
Applicant's telephone number (h) _____ (w) _____ (c) _____
Event contact e-mail address: _____

Description of Activities

Brief description of the activities planned during the event: _____

5K = 8-10am

Parade = 10:30-11:15am.

If a parade, please describe the proposed route with the assembly and dispersal locations and attach a map: Assembly on Front St. (6th to 4th) & Laurel (6th to

East River Rd.)

Route = Run 5th to College Dr. to E. River Rd.

Site Information

Electrical usage?

Yes ☐ No ☒

Describe the type of equipment to be used and how you intend to supply the power:

Amplified sound?

Yes ☒ No ☐

Description of any recording and sound amplification equipment to be used in your event and the times:

There will be an emcee announcing parade units staged in front of the high school.

Restrooms provided?

Yes ☐ No ☒ How many? _____

A ratio of 1 restroom for every 100-150 people is recommended.

Company contracted for restrooms: _____

If restrooms are provided by neighboring property(s) please submit the location and the property owner's signature to verify that approval has been granted.

Sign, banners, and posters/flyers?

Yes ☒ No ☐

Locations and descriptions: Distributed throughout the community.

Trash Disposal?

Yes ☐ No ☒

Company contracted for trash disposal: _____

Event Layout and Street Site Map

Yes ☒ No ☐

Please provide a layout of the event showing booths, staging, amusements, food, etc. and also provide a street map or park map showing the borders of the event.

Area Notification

Please describe your plans to notify property owners, tenants, and/or businesses within 300 feet of the event or festival site prior to City Council meeting.

I will speak to Potomac: be sure that the public will have access.
Public Service Announcements will be sent out, along w/ social
media, announcements.

PART II: STREET CLOSURE REQUEST

While the City continues to treat downtown as a venue for special events, event plans must be balanced with the interests and needs of property owners.

Throughout all events, businesses should be reasonably accessible to the general public. If a business's entrance is blocked by the event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access. If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the road of the proposed closure. All street closures must be approved by City Council.

Please describe the name and sections of the streets for which you are requesting temporary closure (e.g. "South 7th Street between Maple Street and Front Street").

See attached maps.

Time and date for beginning of street closures: 7:30am Sept. 30, 2017

Time and date for reopening of streets: 11:30am Sept 30, 2017

Please describe your plans to notify property owners, tenants, and/or businesses along the affected route of the proposed street closure within 300 feet prior to City Council meeting. The City will supply you with a Notice of Hearing flyer to use in notification that lists the necessary information.

Will speak to HRA & notify businesses & residents
that will be affected.

Failure to notify property owners and tenants in street closure areas will result in revocation of street closure permit.

Please describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along the downtown sidewalks). Additional pages or proposed layouts may be attached.

All businesses will have access. NorthStar apartment
tenants will be allowed through the road closures.

PART III: CONTACTS, PERMITS, AND FEES CHECKLIST

Each special event has its own requirements and needs. Listed below is a summary of the permits and fees common to many special events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All special events must have all permits and fees paid and approved prior to the start of the event.*

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park			X	Contact the Parks & Recreation Department for information.
Fire/EMS/Police support	X			Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined by the City based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses			X	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax.
Health Department permit			X	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance certificate	X			May be required before issuing a permit.
Sign/banner permits			X	Contact the Planning Department for information.
Parade permit		X		Issued by the Police Department after complete submission of application.
Street closure		X		Must be approved by City Council after submission of the special events application. Contact the City Engineering Department for information/procedure. Closure of a State highway must be approved by MNDOT prior to City Council review.
Alcohol Use Permit			X	Must be approved by City Council after submission of the special events application. Contact the City Administrator's Office for information/procedure.

Contact Information:

Administrator's Office:	(218) 828-2307 E-MAIL admin@ci.brainerd.mn.us
Engineering Department:	(218) 828-2309 E-MAIL engineer@ci.brainerd.mn.us
Commissioner of Revenue:	(651) 282-5225 E-MAIL www.taxes.state.mn.us
Parks and Rec. Department:	(218) 828-2320 E-MAIL parks@ci.brainerd.mn.us
Planning Department:	(218) 828-2309 E-MAIL planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 E-MAIL police@ci.brainerd.mn.us
MN Department of Health	(320) 223-7300 E-Mail www.health.state.mn.us
MNDOT – Baxter Office	(218) 828-5700 E-Mail www.dot.state.mn.us

PART IV: HOLD HARMLESS AGREEMENT AND INSURANCE INFORMATION

The applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, in its discretion, may require the Applicant to obtain liability insurance for any special event. If liability insurance is required, the following requirements apply:

- a. Minimum of \$1,000,000 in commercial general liability insurance.
- b. Applicant's insurance shall be primary.
- c. Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims, if alcohol will be served.
- d. The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- e. The City must be named as an "Additional Insured" on the policy.
- f. At least ten (10) days prior to the event, the applicant must give to the City a Certificate of Insurance showing the required coverage.

PART V: SIGNATURE OF EVENT APPLICANT

I attest that the above information is true and accurate and I have signed this application on behalf of the Applicant. I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Holly Holm

Signature of the Event Applicant

8/10/17

Date submitted to the City

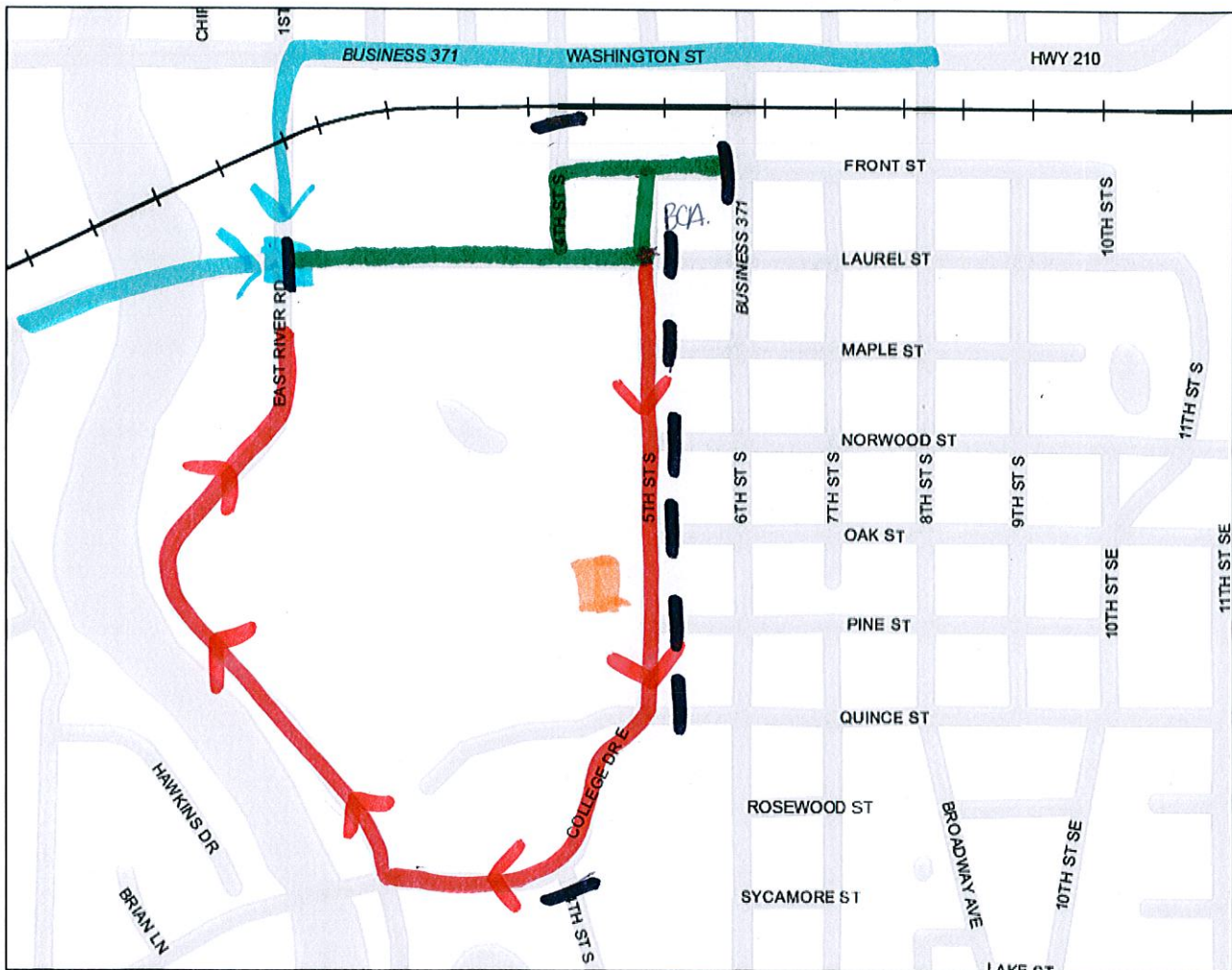
Holly Holm

PRINT NAME

Event Applicant Title

Homecoming Parade . 2017

Commonly Used Maps



 Parade Route

 Staging

 Street Closure

 Entrance/Judging.

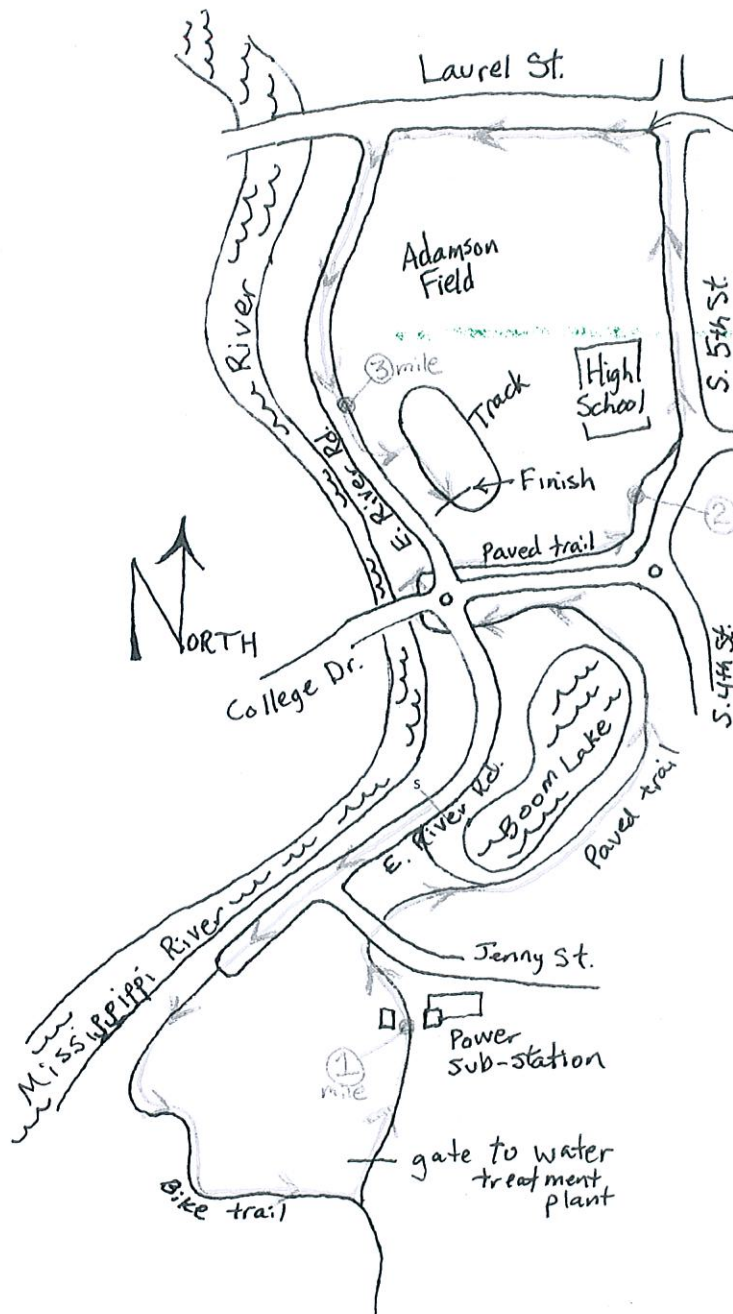
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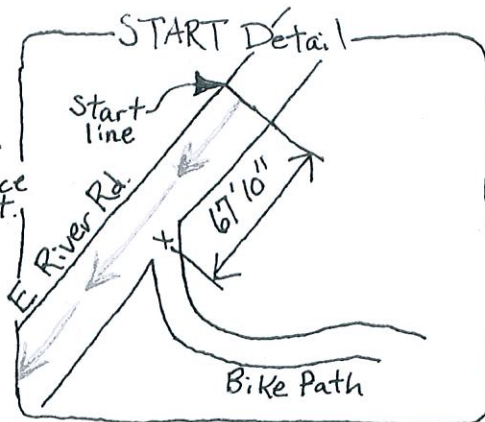
Brainerd Homecoming 5k

Brainerd, MN 56401

USATF Certified Course# MN15076RR
Effective from Oct 2,2015 - Dec 31,2025



Runners use sidewalk (South side)
for Laurel St. section



Start: 67' 10" N of center point of intersection of E side of E River Rd and bike path @ SE corner of Boom Lake. Marked with paint and nails on both sides of E River Rd.

Mile 1: 48' 3" S of center of sewer grate located on service road to water treatment plant next to Power substation # 44.

Mile 2: On bike path 102' N of N edge of sewer grate located on W side of S. 5th St. 1st sewer grate S of Quince St. / S. 5th St intersection.

Mile 3: 65' 6" from fiber optic CTC pole located outside fence line at N end of Brainerd High School track in line with long jump runways.

Finish: Enter Brainerd High School track through W gate near 100m start line and take best line to official track finish line.

Course description: From start, head SW on E River Rd, continuing on paved bike path and curving E to intersection with gravel service Rd to city water treatment plant. Turn N on service road to Jenny St. Cross Jenny St. to bike path and run around E side of Boom Lake. At N end of lake at Kiwanis Park, take best line W to paved path / W College Drive underpass. Path crosses river and turns E across E River Rd uphill to Quince St. Runners take best line from end of path to S. 5th St and proceed North to Laurel St. At Laurel St. runners are directed to sidewalk on S side of Laurel St. and head E. At intersection with 4th St. turn S on E River Rd to W entrance of Brainerd High School track, taking best line on track to finish line.

All points marked with paint.

Measured by Chris Hanson on
Sep 16,2015
christopher.hanson@isd181.org



Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Brainerd Homecoming 5k Distance 5km
Location (state) MN (city) Brainerd
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Loop
Type of surface: paved 94 % dirt % gravel 6 % grass % track %
Elevation (meters above sea level) Start 353 Finish 353 Highest 368 Lowest 351
Straight line distance between start & finish 563m Drop 0 m/km Separation 11.26 %
Measured by (name, address, phone & e-mail) Chris Hanson - 25282 E Clark Lake Rd - Nisswa, MN56468 - 218 820 1300 - christopher.hanson@isd181.org
Race contact (name, address, phone & e-mail) Same

Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐
Number of measurements of entire course: 2 Date(s) when course measured: Sep 16, 2015
Race date: Oct 3, 2015 Course certification effective date: Oct 2, 2015
Certification code: MN15076RR

Notice to Race Director: Use this Certification Code in *all* public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If *any* changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year **2025**

AS NATIONALLY CERTIFIED BY:

Rick Recker

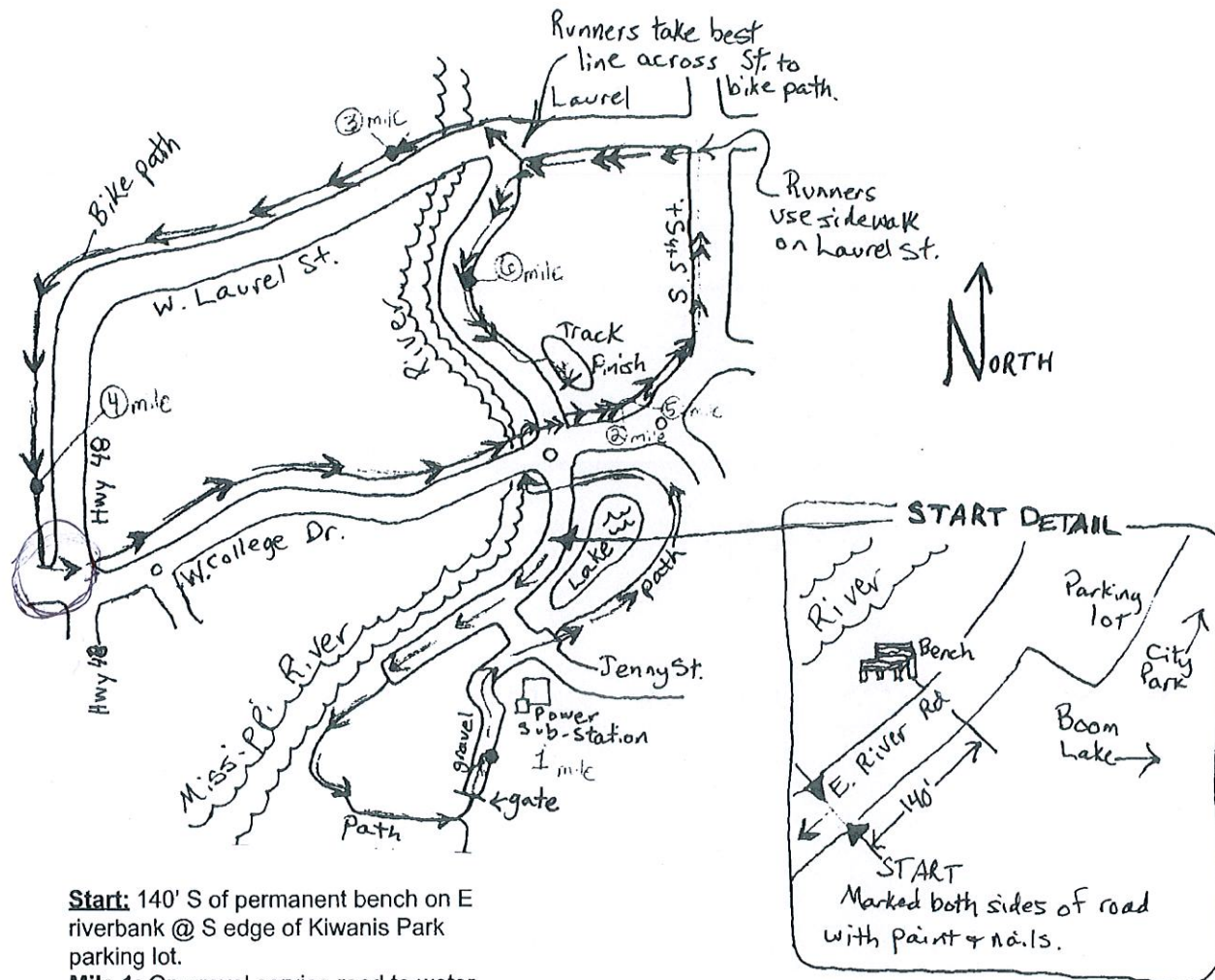
Date: Oct 2, 2015

Rick Recker – USATF/RRTC Certifier - 19 S 1st St #2203 - Minneapolis, MN55401
612 375 0805 - rick_recker@hotmail.com

Brainerd Homecoming 10k

Brainerd, MN 56401

USATF Certified Course# MN15077RR
Effective from Oct 2,2015 - Dec 31,2025



Start: 140' S of permanent bench on E riverbank @ S edge of Kiwanis Park parking lot.

Mile 1: On gravel service road to water treatment plant. GPS coordinates N46 20.469, W094 12.567

Mile 2: 73' S. of mile mark 5. (see below)

Mile 3: 9' SW of center of 1st sewer grate W of bridge over Mississippi River on NW curb of W Laurel St.

Mile 4: 40' S of cable utility box A2-9 on W side of bike trail parallel to HWY 48.

Mile 5: 96' W of city light pole on NE quadrant of round-a-bout connecting S 4th St., S. 5th St., and College Dr.

Mile 6: 18' 5" N of center of crosswalk between S parking lot of North Star Apartments and access trail through the NW gate of Adamson field on E River Rd.

Finish: Enter Brainerd High School track through W gate near 100m start line and take best line to track finish line.

Course description: From start, head SW on E River Rd, continuing on paved bike path and curving E to intersection with gravel service rd to city water treatment plant. Turn N on service road to Jenny St. Cross Jenny St. to bike path and run around E side of Boom Lake. At N end of lake at Kiwanis Park, take best line W to paved path / W College Drive underpass. Path crosses river and turns E across E River Rd up hill to Quince St. Runners take best line from end of path to S. 5th St and proceed North to Laurel St. At Laurel St. runners are directed to sidewalk on S side of Laurel St. and head E. At intersection with 4th St, runners are directed across Laurel to paved path on N side of Laurel using best line tangent. Take path W and S to intersection with W College Dr. Use crosswalk across Hwy 48 to reach paved path on N side of W College Dr and continue to E River Rd, then repeat College Dr/S. 5th/Laurel St. section to E River Rd. Turn S on E River Rd to W entrance of Brainerd High School track, taking best line on track to finish line.

All points marked with paint.

Measured by Chris Hanson on
Sep 16,2015
christopher.hanson@isd181.org



Road Running Technical Council
USA Track & Field
Measurement Certificate



Name of the course Brainerd Homecoming 10k Distance 10km
Location (state) MN (city) Brainerd
Type of course: road race ☒ calibration ☐ track ☐ Configuration: Complex Of Loops
Type of surface: paved 97 % dirt % gravel 3 % grass % track %
Elevation (meters above sea level) Start 356 Finish 353 Highest 368 Lowest 351
Straight line distance between start & finish 434m Drop .3 m/km Separation 4.34 %
Measured by (name, address, phone & e-mail) Chris Hanson - 25282 E Clark Lake Rd - Nisswa, MN56468 - 218 820 1300 - christopher.hanson@isd181.org
Race contact (name, address, phone & e-mail) Same

Measuring Methods: bicycle ☒ steel tape ☐ electronic distance meter ☐

Number of measurements of entire course: 2 Date(s) when course measured: Sep 16, 2015

Race date: Oct 3, 2015 Course certification effective date: Oct 2, 2015

Certification code: MN15077RR

Notice to Race Director: Use this Certification Code in *all* public announcements relating to your race.

Be It Officially Noted That

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Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year **2025**

AS NATIONALLY CERTIFIED BY:

Rick Recker

Date: Oct 2, 2015

Rick Recker – USATF/RRTC Certifier - 19 S 1st St #2203 - Minneapolis, MN55401
612 375 0805 - rick_recker@hotmail.com



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Greenwood Street Restoration

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy, City Engineer	Department: Engineering
Presenter (Name & Title): Paul Sandy, City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: The project on Buffalo Hills Lane should be wrapped up in the coming days. With the gravel portion of Greenwood Street being used as detour, it has seen much more traffic and large commercial trucks using it to access the project site.	
Alternatives, Options, Effects on Others/Comments: Staff is proposing to place 2" of gravel on Greenwood Street as part of the Buffalo Hills Lane project. The road has held together pretty well during the construction, however, we have not placed new Class 5 on it in a few years and it is in need of some. Staff verified the use of State Aid funds to restore the detour on Greenwood Street through State Aid staff at District 3. Greenwood Street is part of our State Aid system, and therefore, we can use State Aid dollars to do so. Staff is proposing to issue a change order for placement, grading, and rolling of 2" of Class 5 as part of the Buffalo Hills Lane project.	
Recommended Action/Motion: Staff would recommend authorizing staff to approve the change order as provided to complete the restoration work on Greenwood Street	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>approx. \$5,880.00</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> This is considered a project expense, and is reimbursable through our State Aid account.	

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

City/County of City of Brainerd

Change Order No. 1

FEDERAL PROJECT NO.	STATE PROJECT NO. SAP 108-136-003	LOCAL PROJECT NO. 16-13	CONTRACT NO. 2017-1
CONTRACTOR NAME AND ADDRESS Tri-City Paving, Inc. P.O. Box 326 Little Falls, MN 56345		LOCATION OF WORK BUFFALO HILLS LANE - S 6TH STREET TO GRAYDON AVENUE	
		TOTAL CHANGE ORDER AMOUNT \$5,880.00	

In accordance with the terms of this Contract, you are hereby authorized and instructed to perform the work as altered by the following provisions.

Restoration of a the State Aid route Greenwood Street that was used as part of the detour route for the construction of Buffalo Hills Lane. 2" x 30' wide x 1,250' long = 420 Ton.

COST BREAKDOWN

Item No.	Item	Unit	Unit Price	Quantity	Amount
Funding Category No. 010					
2211.501	AGGREGATE BASE CLASS 5	TON	\$14.00	420	\$5,880.00
Funding Category No. 010 Total:					\$5,880.00
Change Order No. 1 Total:					\$5,880.00

* Funding category is required for federal projects.

CHANGE IN CONTRACT TIME (check one)

Due to this change the Contract Time:

- a. ☐ Is Increased by ____ Working Days b. ☒ Is Not Changed
 ☐ Is Decreased by ____ Working Days
 ☐ Is Increased by ____ Calendar Days c. ☐ May be revised if work affected the controlling operation
 ☐ Is Decreased by ____ Calendar Days

Approved By Project Engineer: Paul G Sandy	Approved By Contractor: Tri-City Paving, Inc.
Signed _____	Signed _____
Date: _____ Phone: 0 _____	Date: _____ Phone: (320) 632-5435

Original to Project Engineer; Copy to Contractor

Once contract has been fully executed, forward a copy to DSAE for funding review:

The State of Minnesota is not a participant in this contract; signing by the District State Aid Engineer is for FUNDING PURPOSES ONLY. Reviewed for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This project is eligible for: _____ Federal Funding _____ State Aid Funding _____ Local funds

District State Aid Engineer: _____ Date: _____



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Large Patch Quotes - Improvement 17-04

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy, City Engineer	Department: Engineering
Presenter (Name & Title): Paul Sandy, City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: As part of our maintenance projects every year, we typically go out to quotes on large patches around the City.	
Alternatives, Options, Effects on Others/Comments: These patches are identified by street/sewer and engineering staff throughout the year as we perform our normal maintenance to the streets such as pothole patching, storm/sanitary sewer casting repairs, street sweeping, etc. These patches are usually placed on streets that are not included in our 5 year plan to hold them together before a street resurfacing or reconstruction is necessary. Typical locations of these patches are alley crossings, where large garbage trucks cross over the local street while using the alley. There are quite a few of the patches included this year where the patch would be between the curb and the sidewalk at alley locations. These areas are very difficult to repair with gravel because they are such a small area and get pounded out quite frequently by crossing vehicles. By patching these areas, we should effectively eliminate the need to repair these small areas of the alleys.	
Recommended Action/Motion: Staff would recommend authorizing quotes for the patching work.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ approx. \$6,765 <i>Is this budgeted?</i> ☒ Yes ☐ No <i>Please Explain:</i> Will depend on quotes price, however, we typically budget for \$10,000 in patching work.	

2017 Patching	Street Segments	Work req'd	Size (Sq Ft)	Size (Sq Yd)	Patch Cost	Running
	S 10th Street and Vine Street	All	210	23.3	\$403.50	\$403.50
	10th Avenue NE and O Street NE	All	1980	220.0	\$3,795.00	\$4,198.50
	Ivy Street - N 8th Street to N 9th Street Alley	2"-Class 5, Bituminous	294	32.7	\$334.00	\$4,532.50
	Ivy Street - N 4th Street to N 5th Street Alley	2"-Class 5, Bituminous	238	26.4	\$266.00	\$4,798.50
	Ivy Street - N 4th Street to N 5th Street Alley	2"-Class 5, Bituminous	234	26.0	\$264.00	\$5,062.50
	Juniper Street N 7th Street to N 8th Street Alley	2"-Class 5, Bituminous	342	38.0	\$388.00	\$5,450.50
	Pine Street - SE 19th Street to Walnut Street	All	105	11.7	\$199.50	\$5,650.00
	Alley - Ronald Street	2"-Class 5, Bituminous	125	13.9	\$142.00	\$5,792.00
	SE 14th Street - Quince Street to Rosewood Street	All	220	24.4	\$420.00	\$6,212.00
	4th Avenue NE and G Street NE	All	288	32.0	\$553.00	\$6,765.00

August 22nd, 2017

Anderson Brothers Construction Company of Brainerd, LLC
11325 State Highway 210
Brainerd, MN 56401

RE: City Improvement #17-04 – 2017 Street Patching

Dear Anderson Brothers Construction Company of Brainerd, LLC,

The City of Brainerd is requesting quotes for pavement patches throughout the City of Brainerd. The removals shall be saw cut and the existing gravel reshaped and compacted and added to as necessary. The final section will be 4" of gravel +/- and 2" bituminous. The work at each patch will be on a patch by patch basis. The bituminous specification is SP 12.5 wearing course mixture (SPWEB240B).

All work should be done in accordance with MnDot Specifications. The work would be coordinated with City forces and would be completed by the end of October, 2017.

Should you be interested, please submit quotes by mail or email to the City of Brainerd by 12:00 PM on Monday, September 4, 2017.

Attached is a list of the patch locations. The list is subject to change depending on prices submitted and the necessary work needed at each patch location.

Quotes should consist of the 3 items below for the total SY of patch locations on the following sheet:

<u>ITEM</u>	<u>BASIS</u>
REMOVALS	\$/SY
CLASS 5	\$/TON
SPWEB240B	\$/TON

Should you have any questions regarding the project, please contact James Fladung at 218-454-3410.

City of Brainerd

James Fladung
Assistant City Engineer

August 22nd, 2017

Tri City Paving
PO Box 326
Little Falls, MN 56345

RE: City Improvement #17-04 – 2017 Street Patching

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<u>ITEM</u>	<u>BASIS</u>
REMOVALS	\$/SY
CLASS 5	\$/TON
SPWEB240B	\$/TON

Should you have any questions regarding the project, please contact Paul Sandy at 218-454-3410.

City of Brainerd

James Fladung
Assistant City Engineer



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: South 6th Street Update

- ☐ INFORMATION ONLY
☐ CONSENT AGENDA
☐ P&F COMMITTEE
☒ SPW COMMITTEE
☐ MAIN AGENDA

Action Requested:

- ☐ Approve/Deny
Motion
☐ Adopt
Resolution
(attach draft)

- ☐ Direction Requested
☒ Discussion Item
☐ Hold Public Hearing*
☐ Ordinance 1st Reading

**provide copy of published hearing notice*

Submitted by:
Paul Sandy, City Engineer

Department:
Engineering

Presenter (Name & Title):
Paul Sandy, City Engineer

Estimated Time Needed:
5 Minutes

Summary of Issue:

As per discussions at the previous council meeting, staff has discussed the Council's concerns with the layout of S 6th Street between Front Street and Washington Street.

Alternatives, Options, Effects on Others/Comments:

Staff consisting of the City Administrator, City Engineer, and Assistant City Engineer along with Council President Pritschet and SPW Chair Bevans met with MnDOT staff on August 10, 2017 to express the concerns of the Council to MnDOT staff. A memo can be seen attached to this request explaining the items discussed.

Recommended Action/Motion:

See the attached memo. Discussion item.

Financial Impact:

Is there a cost associated with this request: ☐ Yes ☒ No

What is the total cost, with tax and shipping \$ _____

Is this budgeted? ☐ Yes ☐ No

Please Explain:

MEMO



www.ci.brainerd.mn.us

TO: Safety and Public Works Committee

FROM: Paul Sandy, City Engineer *PS*

DATE: August 14, 2017

RE: S 6th Street Layout – Washington Street (TH 210) to Front Street 4 Lane Section

At the August 7, 2017 scheduled Council Meeting, the Safety and Public Works Committee along with the full council discussed the current layout and design of S 6th Street between Washington Street and Front Street. The current design, as presented at the Public Informational Meeting, consists of a 3-lane section from Joseph Street to Quince Street, a 5-lane section from Quince Street to Front Street, and a modified 4-lane section between Front Street and Washington Street. The modified 4-lane section consists of one southbound lane, a 9' concrete median, and 3 northbound lanes (1 left turn, 1 through-left turn, and one right turn lane). At the meeting, the council expressed concern over the designed four lane section and how it would affect traffic flow and southbound turning traffic from Washington Street onto S 6th Street. The council also expressed concern over the municipal consent process and how they felt that they did not agree to the four-lane section between Front Street and Washington Street.

Staff consisting of Paul Sandy, James Fladung, and Jim Thoreen and council members consisting of Safety and Public Works Chair Bevans and Council President Pritschet met with MnDOT staff on Thursday, August 10 to express the council's concerns regarding this intersection and the 1 block segment south of Washington Street. Jim Hallgren and his staff presented the history of the project and how we ended up at this point with an approved layout consisting of the elements described above. A brief description of the history of the project is below.

1. March 7, 2012 – In a letter to MnDOT, City Engineer Hulsether expresses the need to Ms. Jody Martinson, MnDOT District 3 District Engineer about the possibility of MnDOT reconsidering its plans to resurface S 6th Street and consider reconstructing S 6th Street so that the City may participate and reconstruct its aging sanitary sewer and watermain infrastructure.
2. April 25, 2012 – A letter from MnDOT concurs with the need to rehabilitate the pavement on S 6th Street and address pedestrian access issues along with possibly addressing the City's underground utility needs. The letter also states to anticipate funding in 2017 at the earliest, if available.
3. June 2014 – Preliminary project scoping identifies conceptual layouts of the proposed street reconstruction, including 5-lane designs, 3-lane designs, or a mixture thereof. MnDOT prepares a brochure in which lays out different typical sections being considered and presents it to stakeholders. (See attached)
4. Summer 2014 – Spring 2015 – Public input is received from effected stakeholders and informational meetings held to receive input on 3-lane/5-lane design configurations.

5. March 23, 2015 – City Council holds a special meeting to consider design alternatives and public input.
6. April 9, 2015 – Council Workshop on S 6th Street design and layout held.
7. April 20, 2015 – Council recommends and approves 3-lane layout from Joseph Street to “about Oak Street” and a 5-lane section from this location to Washington Street.
8. July 6, 2015 – Jim Hallgren Presents design concept at Council meeting presentation. MnDOT moves into detailed design.
9. October 28, 2015 – Staff received a packet from Jim Hallgren from MnDOT including information regarding to Municipal Consent, preliminary cost estimates, and roll map including a layout showing the 3-lane design from Joseph to Quince, 5-lane design from Quince to Front, and a modified 4-lane design from Front to Washington.
10. November 2, 2015 – Council sets the public hearing for Municipal Consent for the December 7, 2015 Council meeting.
11. December 7, 2015 – Final layout is discussed and a public hearing is held regarding the layout presented to the council. Council order Municipal Consent via council Resolution No 54:15.

With some of the concerns that were expressed by council, I wanted to touch on the design considerations, how the intersection at Washington Street and S 6th Street currently operates, and how the proposed 4 lane section (1 southbound lane) will affect operations at this intersection. These were the discussion points that were held at the meeting on August 10th.

The intersection of Washington Street and S 6th Street currently operates as a T-intersection, with no cross traffic entering the intersection from the north. The current intersection operates in such a way that when west bound left turning traffic has the right-of-way (green arrow), the eastbound right-turning traffic has a red. This means that the right-turning traffic must stop, yield to the left turning traffic, select a gap in the left turning traffic, and proceed with the right turn movement.

The right turning traffic has a green arrow when the northbound, left turning traffic has the double green arrow to turn westbound onto Washington Street. At this point, this turn movement does not have to yield to any other turn movement. This movement also allows the northbound, right-turning traffic to proceed without yielding onto eastbound Washington Street.

When there are trains present, the signal system preemption is triggered. This will immediately clear all the northbound left and right turn movements entering the westbound and eastbound lanes on Washington Street. This clearing of traffic is to prevent traffic from sitting on the railroad tracks when a train is approaching. During this preemption, eastbound traffic turning southbound onto S 6th Street will encounter a no turn on red sign, signaling the eastbound traffic that a right turn on a red light is not permitted. The eastbound right-turners will queue into the turn lane until the train is cleared. The westbound left turning traffic will stay at a red arrow and queue into the left turn lane. Once the train has cleared, the signal will allow for all the westbound left turning traffic to clear from the queue. The right-turning eastbound traffic can sit at the red light, pick a sufficient gap, and proceed with the right-turn movement while the left-turners have the right-of-way.

With the final layout that was approved via municipal consent on December 7, 2015, the operation of the intersection will not change. The final layout shows 1 southbound lane, a 9-foot concrete median, and 3 northbound lanes. The median is needed for the cross-arms at the railroad tracks, as the maximum length of 1 cross-arm is only 28', which does not cover the 3 northbound lanes.

One of the concerns expressed by council members was, with the reduction of 1 southbound lane from Washington Street to Front Street, there will be no stacking room when a train is present. As explained above, when the preemption on the signal is triggered by a train, neither a right turn on red nor a left turn onto southbound S 6th Street is permitted. Traffic will queue into the turn lanes on Washington Street at this location, and clear once the train has left the area. The stacking in the northbound lanes is more important in this situation. When a train is present, the signal will automatically clear all the northbound lanes traveling east, west, or north through the Washington Street and S 6th Street intersection. If the northbound was reduced to two lanes, this would substantially increase the amount of time needed to clear the northbound traffic. Both the northbound left turning and right turning movements justify their own turn lanes in this instance.

Other concerns presented at the meeting included the confusion when traveling south through one southbound lane, then to two lanes between Front Street and Quince Street, then back to one from Quince Street to Joseph Street. When traffic turns south, either from eastbound or westbound Washington Street, they usually select which lane they need to be in right away. This, in most cases, occurs during the turning movement, where the traffic will jump to the outside or inside lane depending on their destination. This is usually the traffic that will be turning westbound or eastbound on Front Street or Laurel Street. The reduction of one southbound lane will not give motorists the option of jumping lanes in that first block between Washington Street and Front Street. This will eliminate the conflicts that eastbound right turners have with the westbound left turners when making the movement south onto S 6th Street. It is very rare that vehicles travel through the first block of S 6th Street between Washington and Front Street side by side. This indicates that the configuration already operates as a one lane, even though two lanes are present. Most motorists on S 6th Street use the inside lane when traveling through, and leave the right-hand lane for turning vehicles, so staff feels that there will not be any confusion with the lane configurations presented.

At the meeting on August 10, we were also able to view the traffic camera at this location. By viewing this camera, the meeting members could gain some very valuable perspective of the intersection and the current operation of the signals. There is a very significant difference in traveling through the intersection in a vehicle and seeing the operation of the intersection from a bird's eye point of view. MnDOT staff did a fantastic job of presenting the intersection configuration and operation currently and gave some perspective on how the intersection operation would not change with the new configuration.

With the municipal consent granted and the bid date rapidly approaching, a reconfiguration on the intersection would be a very significant task, and would most likely delay the project. MnDOT traffic and design engineers have reassured all involved that the intersection will continue to operate in the manner it is currently.

Engineering staff has the large layouts that were presented both during the municipal consent process and the layouts that were presented at the public informational meetings if any of the council members or constituents would like to look at the layout and discuss questions or comments with staff.



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Transit Bus Purchase Authorization and Resolution

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☒ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy, City Engineer	Department: Engineering
Presenter (Name & Title): Paul Sandy, City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached to this request is a resolution authorizing the purchase of a new transit bus.	
Alternatives, Options, Effects on Others/Comments: This is the replacement of the bus #312 that was totaled in January 2017. The total amount for the bus is \$79,099.00. An 80/20 capital purchase split between the State/Federal grant and the City of Brainerd is identified in the resolution. The 20% local split is proportionally allocated to all of the entities involved in the transit system. The City of Brainerd's share is anticipated to come from the transit fund and can be seen in the email attached at \$4,736.16 (46% of the 20%). Accidents cannot be planned for or budgeted for, but the replacement of this bus will bring our fleet back up to 10. The spare bus is currently being used on a full-time basis.	
Recommended Action/Motion: Staff would recommend adopting the attached resolution for the purchase of the bus.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ approx. \$4,736.16 <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> This is the local share for the bus after the 80/20 federal/state and local split and proportional allocation to all entities.	

R E S O L U T I O N
NO _____

TRANSIT BUS PURCHASE

WHEREAS, the City of Brainerd operates a transit system; and,

WHEREAS, the City of Brainerd desires to purchase, through the State of Minnesota Cooperative Procurement Process, a replacement vehicle to be used in the transit system; and

WHEREAS, the vehicle cost is allocated 20% local share and 80% State/Federal share of the "contract amount"; and

WHEREAS, the City of Brainerd staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

WHEREAS, staff recommends purchasing a vehicle from North Central Bus for the reasons of cost, fleet consistency and service availability;

NOW, THEREFORE, BE IT RESOLVED, that the Brainerd City Council hereby authorizes the purchase of a new transit bus from North Central Bus Sales of St. Cloud in the approximate contract amount of \$79,099.00.

Adopted this _____ day of _____, 201__

DAVID J. PRITSCHET
President of the Council

Approved this _____ day of _____, 201__

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

Paul Sandy

From: Andy Stone
Sent: Friday, July 28, 2017 11:42 AM
To: Jim Thoreen; Tim Houle (Tim.Houle@crowwing.us); dolson@baxtermn.gov; Terri Dabill (clerk@cityofpineriver.org)
Cc: Siemers, Susan (DOT); Paul Sandy
Subject: 2017 Transit Capital
Attachments: RES 11_17 - Authorize Amendment to Agreement with State of MN Transporta....pdf

Greetings,

On January 12, 2017 this agency suffered an intersection accident that totaled bus #312. The accident happened to be in Baxter, but could have happened anywhere. Since that time, our fleet has gone from 10 to 9 buses. We have been utilizing our spare bus on a full time basis. The spare bus was the one planned for retirement, so we have experienced increased corrective maintenance costs to keep it safe and reliable.

After months of working with the state, capital funds for replacement of the totaled bus have been approved and contracted. This second bus in 2017 should be ordered next week. The second new bus will also be \$80,000 with a local share responsibility of \$16,000. There was an insurance payment on the totaled bus of \$5,704, so the balance of the local share would be \$10,296. Because the buses are pooled and used by everyone when necessary, the local share will be split amongst all entities as follows:

City of Brainerd	\$4,736.16	46%
Crow Wing County	\$3,603.60	35%
City of Baxter	\$1,235.52	12%
City of Pine River	\$720.72	7%

Accidents are not planned, nor budgeted for and I understand this is a curve ball to this agency and those who support it. If you have any questions, please contact me.

Thanks for supporting public transit, Andy

Andy Stone

Transit Coordinator

City of Brainerd

501 Laurel St | Brainerd, MN 56401-3595

Phone: 218.454.3413 | www.ci.brainerd.mn.us/195/transit

If you wish to receive special alerts from the Transit Department, simply sign up at this link

<http://www.ci.brainerd.mn.us/list.aspx> for push notifications to your cell phone via text message or email! Thanks for choosing Public Transit!

PUBLIC TRANSIT (5311, ETC.)

FY 2017 VEHICLE ORDER FORM

MnDOT COOPERATIVE PROCUREMENT FOR SMALL, MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: 1027926
Contract Maximum Amount: \$ 79,000.00
SUN Number: (Office Use)

Quantity: (For identical vehicle orders only)
UPIN Number: (Office Use)

Legal Name: City of Brainerd
Address: 501 Laurel Street
City, State, Zip: Brainerd, MN 56401
Contact Name: Andy Stone

Phone Number: 218-828-6172
Fax Number: 218-828-6172
Email Address: astone@ci.brainerd.mn.us

Vendor Name: North Central Bus & Equipment
Vendor Contact: Bryan Techel / 952-270-9328
Bus Manufacturer: Elkhart Coach
Model & Gas/Diesel: EC II Gas

Bus GVRW: 14,500
Chassis Manufacturer: Ford
Chassis Wheelbase: 186"
Vehicle Length: 26'

Final Build 20 Passengers + 2 W/C Positions + 4 Double Foldaway Seats

Vehicle Spec. # 10. 9 16 # of Passenger Seats 2 # of WC Positions

Lift Manufacturer & Model: Braun Millennium-2 Front x Rear

Wheelchair Securements Manufacturer & Model: Q'Straint QRT Deluxe Slide N Click

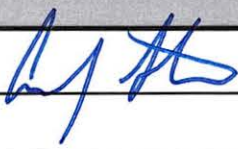
Floor Plan Attached (required): Yes x No

Inspection Site/Location: NCBE - St. Cloud Recipient's Ford/GM Fleet #:

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ 59260.00
TOTAL OPTIONS (from page 2)	\$ 8792.00
TOTAL OPTIONS (from page 3)	\$ 10762.00
DELIVERY CHARGE (vendor to recipient)	\$ 160.00
LICENSE & TRANSFER FEES (estimated)	\$ 125.00
EXTENDED WARRANTIES	\$
EXCISE TAX (if applicable)	\$
QUANTITY DISCOUNT (if applicable)	\$
VEHICLE TOTAL	\$ 79,099.00

Completed by Office of Transit

Vehicle Total or Contract Amount \$	MnDOT Share \$
(whichever is less)	Recipient Share \$

Recipient Signature: 

Date: 8-9-2017

Vendor Signature: (Not required)

Date:

MnDOT APPROVAL

Procurement Coordinator Signature:

Date:

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
6	Fuel Tank Access Plate	\$ STD
7	Extended Wheelbase from 176" to 186" to Accommodate Floorplan	\$ 1,621.00
11B	Extended Valve Stems on Rear Dual Wheels	\$ 44.00
19C	Reflectorize Rear Perimeter of Bus	\$ 150.00
24C	Upgrade to Altro Flooring - Capri	\$ 845.00
24E	Aluminum Underbelly	\$ 251.00
24G	Coved Altro Flooring Up to wall Seat Track	\$ 200.00
27Ab	Rear Romeo Rim Help Bumper	\$ 641.00
28	Antenna Ground Plane and Plane 18"	\$ 53.00
30B	Easy Access Panel above Entrance Door	\$ 22.00
30C	Exterior Key Entry	\$ 72.00
34D	Ford OEM Drivers Seat with Manual Adjustment Ford OEM Pedestal	\$ 450.00
36Ba	Add Double Notchback Style Foldaway Seats (Qty 4 @ \$740 each)	\$ 2,960.00
37B	Delete Double Standard Passenger Seat (Qty 2 @ \$361 each)	\$ -722.00
38C	Upgrade to Level 4 Passenger Seat Material (Qty 20 @ \$46 each)(6113004 Wave Freestyle Blue)	\$ 920.00
38C	Vertical Sticking on all Passenger Seats (Qty 20 @ \$16 each)	\$ 320.00
40	Freedman USR Passenger Seat Belts	\$ 69.00
42	Braun Century 1000# Lift ILO of STD 800# Braun Millennium	\$ 25.00
44	Q' Straint QRT Deluxe ILO of STD QRT 360's (Qty 2 @ \$240 each)	\$ -480.00
44B	Horizontal L Track @ W/C Positions (Qty 24 @ \$3 per inch)	\$ 72.00
44E	TDSS Storage System for Slide N Clicks (Qty 2 @ \$91 each)	\$ 182.00
44H	Additional Floor Anchor Point (Qty 2 @ \$132 each)	\$ 264.00
46B	Upper Plexiglass on Drivers Partition	\$ 90.00
47C	Powder Coated Yellow Entrance Grab Rails	\$ 165.00
47C	Powder Coated Yellow Ceiling Grab Rails	\$ 112.00
47G	Additional Grab Handles on Wall side Seats (Qty 8 @ \$22 each)	\$ 176.00
47G	Upgrade to Yellow Handrails on Seat Backs (Qty 16 @ \$10 each)	\$ 160.00
48A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Seats	\$ 130.00
TOTAL (Place total amount in space on vehicle order form)		\$ 8,792.00

(Attach to Vehicle Order Form)

Option #

49B

\$ 850.00

51A

\$ 245.00

51F

\$ 367.00

54

\$ 110.00

54

\$ 55.00

71C

\$ 475.00

72

\$ 0.00

75

\$ 421.00

76B

\$ 74.00

80C

\$ 275.00

85

\$ 2,000.00

85A

\$ 900.00

85A

\$ 500.00

94H

\$ 1,532.00

941

\$ 597.00

97

\$ 2,361.00

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$

\$ _____

§

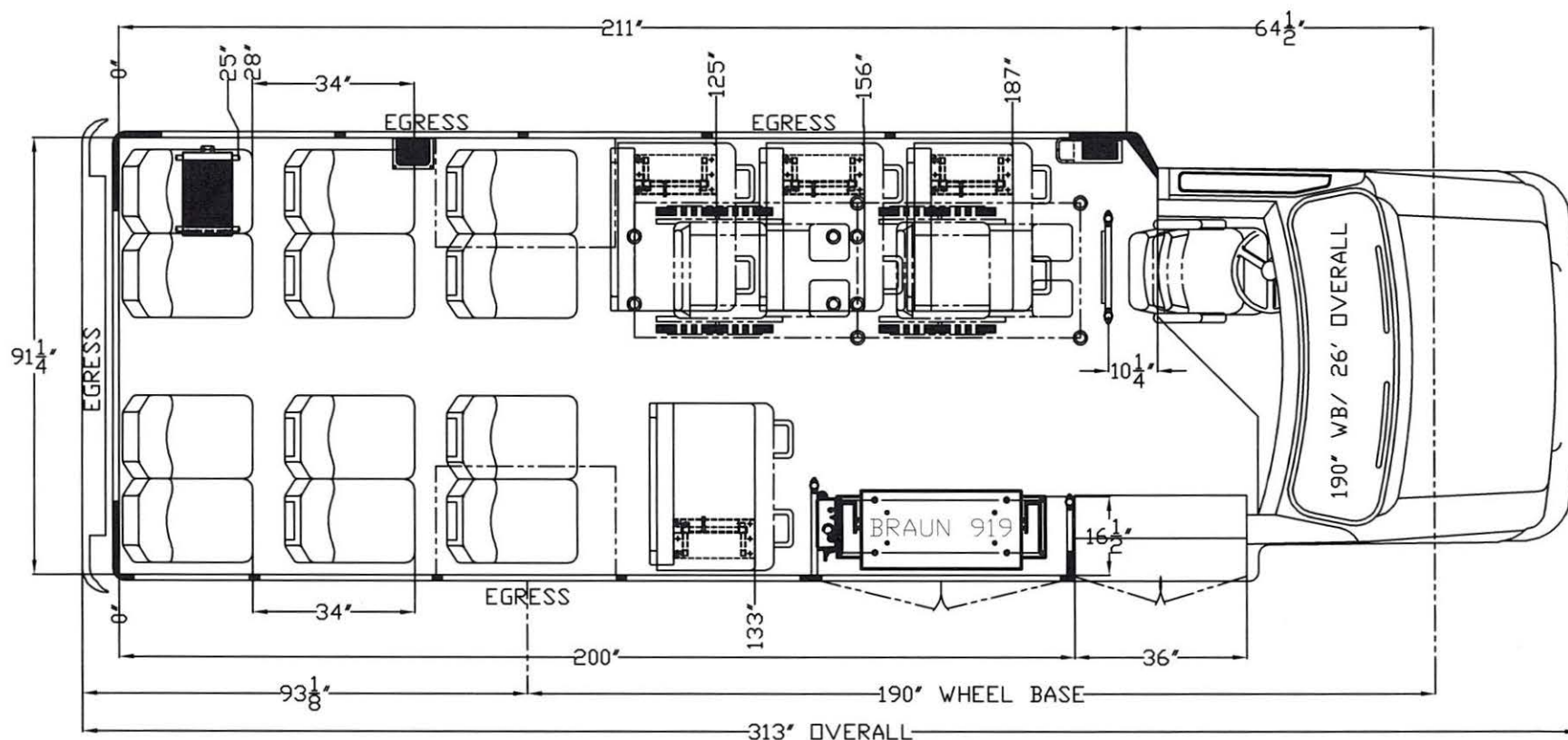
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\$ 10,762.00

REV	DATE	BY	DESCRIPTION	REV	DATE	BY	DESCRIPTION	REV	DATE	BY	DESCRIPTION
-	-	-	-	-	-	-	-	-	-	-	-



Preliminary

Weight analysis has not been performed.

DEALER SIGNATURE: _____

DO NOT SCALE SIZE A	PROJECTION	DESCRIPTION				2901 County Road 7 N ELKHART, IN 46514 (574) 264-5179 A DIVISION OF FOREST RIVER		
		W.I. NUMBER	DATE: 3-31-17	SCALE: N.T.S.	REFERENCE: NUMBER	SHEET 1 OF 2	Click	
	Floor plan ECCW 190-313 Front Lift (Braun919) Standard Floor 20P/2WC/Slide						PART NUMBER 900-27-0253	
	THIS DOCUMENT AND THE INFORMATION CONTAINED HEREIN ARE THE EXCLUSIVE PROPERTY OF ELKHART COACH IT SHALL NOT BE COPIED OR DUPLICATED IN ANY MANNER, NOR SHALL IT BE SUBMITTED TO OUTSIDE PARTIES FOR EXAMINATION WITHOUT OUR WRITTEN CONSENT. IT IS LOANED FOR USE WITH REFERENCE TO WORK UNDER CONTRACT WITH, OR PROPOSALS SUBMITTED TO ELKHART COACH.						REV A	
		TOLERANCES UNLESS OTHERWISE SPECIFIED ARE: FLOORPLANS ±1/2" ALL STRUCTURAL ±1/8" ANGLE ±1°				DRAWN BY: NPM	CHECKED BY:	

STEP 4

PRICE ANALYSIS

Grantee/Sub-Grantee local
P.O. #:

Project Name and Description: 2017 Grant Funded Capital (Bus) Purchase

Grantee/Sub-Grantee Name: City of Brainerd

Grantee/Sub-Grantee Address: 501 Laurel St, Brainerd, MN 56401

Grantee/Sub-Grantee Project Contact Name: Andy Stone

Title: Transit Coordinator

Phone: 218-454-3413

eMail: astone@ci.brainerd.mn.us

Analysis by (Name) Andy Stone Date: 8-9-2017

Analysis Reviewer Signature: [Signature]

The pricing quoted on the attached sheet(s) is deemed to be fair and reasonable based on the following type of analysis:

- ☐ Comparison with market prices or catalog pricing for the same item. (Complete summary matrix below and attach supporting quotes or catalog pages)
- ☐ Comparison of proposed pricing with an in-house estimate for the same item. (Attach signed in-house estimate and explain factors influencing any difference found. Complete summary matrix)
- ☒ Comparison with a competing supplier's prices and a comparison with the I.C.E. (complete Vehicle Procurement Summary Matrix)
- ☐ Comparison of proposed pricing with historical pricing from previous purchases of the same or similar item, coupled with market data such as Producer Price Index or Inflation Rate over the corresponding time period. (Attach data and historical price record)
- ☐ Analysis of price components against current published standards, such as labor rates, dollars per pound, etc. to justify the price reasonableness of the whole. (Attach analysis to support conclusions drawn)

SUMMARY MATRIX for Products and Services

☐ Adequate Price Competition

Quote Source - use one or more of these columns (complete competitor name in each column; A,B,C, etc)

Procurement Item (list in each line, each item and/or service)	Independent Cost Estimate Amount	Proposed Pricing (complete if second box is checked)	Average Market Price (complete if first box is checked)	Competitor A—NCB Startrans Senator	Competitor B—NCB Goshen Impulse	Competitor C—
Class 400 from North Central Bus	\$79,000			\$79,426	\$86,833	

Comments: Prior Service and Relationship

Attachments (identify and attach):

STEP 4

☒ North Central Bus Ford Startrans Senator 511

☒ North Central Bus Ford Goshen Impulse

☐

SUMMARY MATRIX for Vehicle Procurements only* (this section can be deleted if not purchasing a vehicle)

Current Purchase					
Bus Manufacturer: [insert name of bus manufacturer] <i>Elkhart EC 11 Gas</i>					
Model	Vehicle Length	Chassis Manufacturer	Chassis Model	Seating Configuration	Fuel Type
<i>EC 11</i>	<i>313"</i>	<i>Ford</i>	<i>E 450</i>	<i>16+2w/c</i>	<i>Gas</i>
Total Price (including options): <i>\$ 79,099</i>					

Comparison Pricing						
A. Bus Manufacturer: [insert name of bus manufacturer] <i>Startrans</i>						
B. Bus Manufacturer: [insert name of bus manufacturer] <i>Goshen</i>						
C. Bus Manufacturer: [insert name of bus manufacturer]						
	Model	Vehicle Length	Chassis Manufacturer	Chassis Model	Seating Configuration	Fuel Type
A	<i>Senator 511</i>	<i>313"</i>	<i>Ford</i>	<i>E450</i>	<i>16+2wc</i>	<i>Gas</i>
B	<i>Impulse</i>	<i>313"</i>	<i>Ford</i>	<i>E450</i>	<i>16+2wc</i>	<i>Gas</i>
C						
A	Total Price (including options): <i>\$ 79,426</i>					
B	Total Price (including options): <i>\$ 86,833</i>					
C	Total Price (including options):					

*based on current year or past year Minnesota Vehicle Procurement pricing

Vehicle Test Results Have Been Reviewed www.altoonabustest.com	<i>EC II 186/313</i>	YES ☒	NO ☐
--	----------------------	--	------------------------------------

PUBLIC TRANSIT (5311, ETC.)

FY 2017 VEHICLE ORDER FORM

MnDOT COOPERATIVE PROCUREMENT FOR SMALL, MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: _____
Contract Maximum Amount: \$ _____
SUN Number: _____ (Office Use)

Quantity: _____
(For identical vehicle orders only)
UPIN Number: _____ (Office Use)

Legal Name: _____
Address: _____
City, State, Zip: _____
Contact Name: _____

Phone Number: _____
Fax Number: _____
Email Address: _____

Vendor Name: _____
Vendor Contact: _____
Bus Manufacturer: _____
Model & Gas/Diesel: _____

Bus GVRW: _____
Chassis Manufacturer: _____
Chassis Wheelbase: _____
Vehicle Length: _____

***Final Build: 20 Passengers + 2 W/C Positions + 4 Double Foldaway Seats**

Vehicle Spec. # 10. 09 16 # of Passenger Seats 2 # of WC Positions

Lift Manufacturer & Model: Braun Century-2 Lift w/ 1000# Cap Front xxx Rear _____

Wheelchair Securements Manufacturer & Model: Q'Straint QRT Deluxe Slide N Click

Floor Plan Attached (required): Yes xxx No _____

Inspection Site/Location: NCBE - Saint Cloud Recipient's Ford/GM Fleet #: _____

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ 58869.00
TOTAL OPTIONS (from page 2)	\$ 10382.00
TOTAL OPTIONS (from page 3)	\$ 9895.00
DELIVERY CHARGE (vendor to recipient)	\$ 160.00
LICENSE & TRANSFER FEES (estimated)	\$ 120.00
EXTENDED WARRANTIES	\$ 0.00
EXCISE TAX (if applicable)	\$ 0.00
QUANTITY DISCOUNT (if applicable)	\$ 0.00
VEHICLE TOTAL	\$ 79,426.00

Completed by Office of Transit

Vehicle Total or Contract Amount \$ _____ (whichever is less)	MnDOT Share \$ _____
	Recipient Share \$ _____

Recipient Signature: _____

Date: _____

Vendor Signature: _____

Date: 5/02/2017

(Not required)

MnDOT APPROVAL

Procurement Coordinator Signature: _____

Date: _____

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
6A	**NEW For 2017** Fuel Tank Access Plate	\$ <u>Standard</u>
7	Extend Wheelbase From 176" To 190" To Accommodate Floorplan	\$ <u>1,365.00</u>
11B	Extend Valve Stems On Rear Inner Dual Wheels	\$ <u>70.00</u>
19C	Reflectorize Rear Perimeter of Bus	\$ <u>150.00</u>
24C	Upgrade to Altro Flooring - Color To Be: Capri	\$ <u>0.00</u>
24E	Galvanized Steel Underbelly	\$ <u>185.00</u>
24G	Coved Flooring Up Sidewalls To Seat Track	\$ <u>319.00</u>
27Ab	Rear Romeo Rim Help Bumper	\$ <u>710.00</u>
28	Antenna Ground Plane and Pre-Wire - 18"	\$ <u>80.00</u>
30B	Easy Access Panel Above Power Door	\$ <u>75.00</u>
30C	Exterior Key Entry for Power Door	\$ <u>75.00</u>
34D	Ford OEM Driver's Seat w/Manual Adjustment Ford OEM Pedestal	\$ <u>450.00</u>
36Ba	Add Double Notchback Style Foldaway Seats (Qty: 4 @ \$1015.00 each)	\$ <u>4,060.00</u>
37B	Deduct Double Standard Passengers Seats (Qty: 2 @ \$-455.00 each)	\$ <u>-910.00</u>
38B	Vertical Stitching on Passengers Seats (Qty: 20 @ \$20.00 each)	\$ <u>400.00</u>
38C	Upgrade Passengers Seats to Level 4 Material (Qty: 20 @ \$60.00 each)	\$ <u>1,200.00</u>
40	Freedman USR Style Seat Belts for All Passengers Seats	\$ <u>Standard</u>
42A	Upgrade to Braun Century-2 WC Lift w/ 34" x 54" Platform and 1000# Capacity	\$ <u>265.00</u>
44	Q'Straint QRT Deluxe Securements ILO New QRT360's (Qty: 2 @ \$-265.00 each)	\$ <u>-530.00</u>
44B	Horizontal L-Track @ WC Positions (Qty: 24" @ \$3.00 Per Inch)	\$ <u>72.00</u>
44E	TDSS Storage Systems for Slide n Clicks (Qty: 2 @ \$95.00 each)	\$ <u>190.00</u>
44H	Additional Floor Anchor Points (Qty: 2 @ \$138.00 each)	\$ <u>276.00</u>
46B	Upper Plexiglass Panel Behind Drivers Seat - Smoked	\$ <u>95.00</u>
47C	Powder Coated Yellow Entrance Grab Rails	\$ <u>65.00</u>
47C	Powder Coated Yellow Ceiling Grab Rail	\$ <u>95.00</u>
47G	Additional Grab Handles on Wall Side Seats (Qty: 8 @ \$40.00 each)	\$ <u>320.00</u>
47G	Upgrade to Yellow Grab Handles on Backs of Seats (Qty: 16 @ \$5.00 each)	\$ <u>80.00</u>
48A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Row Of Seats	\$ <u>130.00</u>
49B	Upgrade to Roof Mounted A/C System ILO Skirt Mounted	\$ <u>705.00</u>
51A	Add a 35,000 BTU Rear Heater (One 65,000 BTU Heater Is Already Standard)	\$ <u>390.00</u>
TOTAL (Place total amount in space on vehicle order form)		\$ <u>10,382.00</u>

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

Page 3

PUBLIC TRANSIT (5311, ETC.)

FY 2017 VEHICLE ORDER FORM

MnDOT COOPERATIVE PROCUREMENT FOR SMALL, MID-SIZED & MEDIUM DUTY ACCESSIBLE BUSES

(This form to be used ONLY for vehicles funded through MnDOT's Office of Transit)

MnDOT Recipient Contract Number: _____
Contract Maximum Amount: \$ _____
SUN Number: _____ (Office Use)

Quantity: _____
(For identical vehicle orders only)
UPIN Number: _____ (Office Use)

Legal Name: _____
Address: _____
City, State, Zip: _____
Contact Name: _____

Phone Number: _____
Fax Number: _____
Email Address: _____

Vendor Name: _____
Vendor Contact: _____
Bus Manufacturer: _____
Model & Gas/Diesel: _____

Bus GVRW: _____
Chassis Manufacturer: _____
Chassis Wheelbase: _____
Vehicle Length: _____

***Final Build: 20 Passengers + 2 W/C Positions + 4 Double Foldaway Seats**

Vehicle Spec. # 10. 09 16 # of Passenger Seats 2 # of WC Positions

Lift Manufacturer & Model: Braun Century-2 Lift w/ 1000# Cap Front xxx Rear _____

Wheelchair Securements Manufacturer & Model: Q'Straint QRT Deluxe Slide N Click

Floor Plan Attached (required): Yes xxx No _____

Inspection Site/Location: NCBE - Saint Cloud Recipient's Ford/GM Fleet #: _____

BASE PRICE (includes freight - manufacturer to vendor & all rebates)	\$ 62870.00
TOTAL OPTIONS (from page 2)	\$ 12434.00
TOTAL OPTIONS (from page 3)	\$ 11249.00
DELIVERY CHARGE (vendor to recipient)	\$ 160.00
LICENSE & TRANSFER FEES (estimated)	\$ 120.00
EXTENDED WARRANTIES	\$ 0.00
EXCISE TAX (if applicable)	\$ 0.00
QUANTITY DISCOUNT (if applicable)	\$ 0.00
VEHICLE TOTAL	\$ 86,833.00

Completed by Office of Transit

Vehicle Total or Contract Amount \$ _____	MnDOT Share \$ _____
(whichever is less)	Recipient Share \$ _____

Recipient Signature: _____

Date: _____

Vendor Signature: _____

Date: 5/2/2017

(Not required)

MnDOT APPROVAL

Procurement Coordinator Signature: _____

Date: _____

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
6A	**NEW For 2017** Fuel Tank Access Plate	\$ Standard
7	Extend Wheelbase From 176" To 190" To Accommodate Floorplan	\$ 2,750.00
11B	Extend Valve Stems On Rear Inner Dual Wheels	\$ 55.00
19C	Reflectorize Rear Perimeter of Bus	\$ 150.00
24C	Upgrade to Altro Flooring - Color To Be: Capri	\$ 1,045.00
24E	Aluminum Underbelly	\$ 206.00
24G	Coved Flooring Up Sidewalls To Seat Track	\$ 230.00
27Ab	Rear Romeo Rim Help Bumper	\$ 630.00
28	Antenna Ground Plane and Pre-Wire - 18"	\$ 110.00
30B	Easy Access Panel Above Power Door	\$ 110.00
30C	Exterior Key Entry for Power Door	\$ 83.00
34D	Ford OEM Driver's Seat w/Manual Adjustment Ford OEM Pedestal	\$ 450.00
36Ba	Add Double Notchback Style Foldaway Seats (Qty: 4 @ \$836.00 each)	\$ 3,344.00
37B	Deduct Double Standard Passengers Seats (Qty: 2 @ \$-392.00 each)	\$ -784.00
38B	Vertical Stitching on Passengers Seats (Qty: 20 @ \$21.00 each)	\$ 420.00
38C	Upgrade Passengers Seats to Level 4 Material (Qty: 20 @ \$39.00 each)	\$ 780.00
40	Freedman USR Style Seat Belts for All Passengers Seats	\$ Standard
42A	Upgrade to Braun Century-2 WC Lift w/ 34" x 54" Platform and 1000# Capacity	\$ 440.00
44	Q'Straint QRT Deluxe Securements ILO New QRT360's (Qty: 2 @ \$-100.00 each)	\$ -200.00
44B	Horizontal L-Track @ WC Positions (Qty: 24" @ \$3.00 Per Inch)	\$ 72.00
44E	TDSS Storage Systems for Slide n Clicks (Qty: 2 @ \$64.00 each)	\$ 128.00
44H	Additional Floor Anchor Points (Qty: 2 @ \$55.00 each)	\$ 110.00
46B	Upper Plexiglass Panel Behind Drivers Seat - Smoked	\$ 121.00
47C	Powder Coated Yellow Entrance Grab Rails	\$ 110.00
47C	Powder Coated Yellow Ceiling Grab Rail	\$ 220.00
47G	Additional Grab Handles on Wall Side Seats (Qty: 8 @ \$55.00 each)	\$ 440.00
47G	Upgrade to Yellow Grab Handles on Backs of Seats (Qty: 16 @ \$17.00 each)	\$ 272.00
48A	Stanchion, Crossrail, and Modesty Panel Behind Lift Before First Row Of Seats	\$ 252.00
49B	Upgrade to Roof Mounted A/C System ILO Skirt Mounted	\$ 605.00
51A	Add a 35,000 BTU Rear Heater (One 65,000 BTU Heater Is Already Standard)	\$ 285.00
TOTAL (Place total amount in space on vehicle order form)		\$ 12,434.00

PUBLIC TRANSIT (5311, ETC.) Options

(Attach to Vehicle Order Form)

OPTIONS: Select from vehicle specifications optional equipment list.

<u>Option #</u>	<u>Description</u>	
51F	**NEW For 2017** Insulate Coolant Lines to Rear Heaters	\$ Standard
51	Metal Cage Around 35,000 BTU Rear Heater	\$ 165.00
54	Additional 4" Amber LED Lights (Qty: 4 Lights @ \$121.00 Per Light)	\$ 484.00
54	Additional 4" Red LED Lights (Qty: 2 Lights @ \$121.00 Per Light)	\$ 242.00
71C	Combined Heated and Remote Control Exterior Mirrors	\$ 572.00
72	Solid Pane Windows ILO Top T-Sliders	\$ 137.00
75	Back Up Camera Displayed in Rearview Mirror	\$ 575.00
76B	Heavy Duty Electric Stepwell Heater	\$ 325.00
80C	Carpet Covering Entire Ceiling in Passenger Cabin Area	\$ 495.00
85	Angeltrax 2-Camera System	\$ 2,000.00
85A	Additional Interior Camera Heads for Angeltrax System (Qty: 2 @ \$450.00 each)	\$ 900.00
85A	Add Extra 500GB Solid State Hard Drive	\$ 500.00
94H	Diamond XV Farebox with Vault and Pole	\$ 1,532.00
94I	Additional Vault for Farebox	\$ 397.00
97	Sportworks Stainless Steel 2-Position Bike Rack	\$ 2,925.00
		\$
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		\$
		\$
		\$
		\$
TOTAL (Place total amount in space on vehicle order form)		\$ 11,249.00



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Transportation Alliance Membership

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☒ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Paul Sandy, City Engineer	Department: Engineering
Presenter (Name & Title): Paul Sandy, City Engineer	Estimated Time Needed: 5 Minutes
Summary of Issue: Attached is some information regarding membership in the Transportation Alliance.	
Alternatives, Options, Effects on Others/Comments: The Transportation Alliance plays a huge role in advocating for increased transportation funding and funding Minnesota's transportation system. As stated in the letter, dedicated increases in transportation funding has been hard to come by in recent years, but requires persistent organization from local governments, contractors, suppliers, consultants, and transit systems. By joining the Transportation Alliance, it helps to bring all of these sectors together into one voice at the legislature. There is also information attached to this request about funding successes that the Alliance had huge roles including the latest Transportation bonding bill.	
Recommended Action/Motion: Staff would recommend approving the membership in the Transportation Alliance as presented.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ 540.00 Is this budgeted? ☐ Yes ☒ No Funds are anticipated to come from the Engineering Fund. <u>Please Explain:</u>	



August 3, 2017

Jeff Hulsether
City of Brainerd
501 Laurel St
Brainerd, MN 56401

Dear Jeff:

After promising to address growing transportation needs, the legislature increased funding for roads, bridges and transit systems during the 2017 Legislative Session. A new dedication of the sales tax on auto parts along with dedicating all of the sales tax on leased and rental vehicles will mean increased state aid funding as well as additional dollars for small cities and significantly more resources for local roads and local bridges.

Minnesota Transportation Alliance members are proud of the role we have collectively played in advocating for increased funding for Minnesota's transportation system. **With your membership and support of the Transportation Alliance, we will continue to build on our 124-year history of being the voice for transportation statewide.**

Securing increases in stable, dedicated funding for roads, bridges and transit requires persistence and a strong organization that is there year after year providing important, objective information and leading the charge for all sectors of the transportation community: local governments, contractors, suppliers, consulting engineers, labor and transit systems. **Your membership allows us to bring everyone in transportation together and work for you in lobbying legislators at both the state and federal levels.**

As a member of the Minnesota Transportation Alliance you will have access to the latest news and information on transportation funding and policy. We are here to serve as a resource and provide information to help you do your job. Our web site contains reports, research, news items and advocacy tools that our members can use. We have a new Membership Directory with funding resources, the latest information on the federal FAST Act and new tools to help you communicate with elected officials.

Since 1893

Your membership also includes a lower rate for events that bring stakeholders together with key decision makers: **Transportation Day at the Capitol, the Washington, D.C. Fly-In, our Annual Meeting and Construction Forecast** event and other local events hosted around the state.

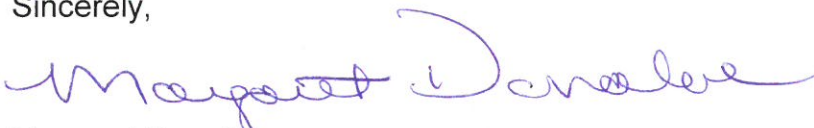
The public relations arm of the Transportation Alliance – Progress In Motion – leverages private sector funds to pay for advertising and media outreach so we can keep transportation funding a top priority in the news and in the legislative discussions. Thanks to our work through Progress In Motion, we reached thousands of Minnesotans with billboards, radio ads, digital ads, news stories, and an online petition with over 500 signatures as well as connecting hundreds of advocates with their legislators. Legislation to increase transportation funding – including local roads and bridges – remained a top priority that legislators felt the need to address this year.

With statutory dedications, we have to remain vigilant in order to retain those dollars for transportation. The Transportation Alliance will continue to keep transportation needs on the forefront with law makers, the news media and the public.

We need your support to keep making Minnesota's transportation system safer and more effective. The more members we have the stronger our voice is and the more effective we can be in advocating for transportation improvements.

Please consider joining with your colleagues as a member of the Transportation Alliance. **The modest annual fee will pay off many times over with growing funding programs for roads, bridges and transit.** Your support is critical to our work and we look forward to working for you to make progress to stabilize and increase state and federal funding for critical transportation needs.

Sincerely,



Margaret Donahoe
Executive Director



FUNDING SUCCESS

TRANSPORTATION PARTNERS WORKING TOGETHER

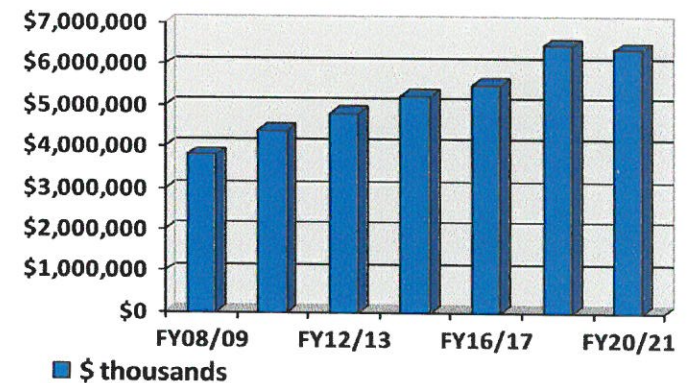
Thanks to the support and participation of over 240 member organizations, the Minnesota Transportation Alliance has been a strong voice for increased funding for roads, bridges and transit throughout the state.

We have built a strong track record of working with state agencies, legislators and local officials to secure increases in dedicated user fees as well as funding with cash and bonding.

Counties, cities and townships have benefitted from strong transportation funding legislation with increases in formula funds from the Highway User Tax Distribution Fund and additional grants through the **Local Bridge Program** and the **Local Road Improvement Program**.

Your membership in the Minnesota Transportation Alliance strengthens our coalition and makes a difference with legislators as they put together transportation budgets. We will have to fight to maintain and build on previous funding legislation. **With your support, all jurisdictions will be able to access new dollars to maintain and improve local transportation.**

Transportation Spending in Minnesota



Local Road and Bridge Funding 2006-2017

Local Bridge Funding	2003	2005	2006	2008	2009	2010	2012	2014	2015	2017
State Bonds/Cash		\$40M	\$54.7M	\$51.5M	\$10M	\$66M	\$62.7M	\$33M	\$7.4M	\$74.3M
Number of Projects			228	133	6	232	256	49	4	
Local Road Funding										
State Bonds	\$20M	\$10M	\$16M	\$10M			\$20M	\$54.4M	\$8.9M	\$115.9M
Number of Projects	2	46	75	81			33	43	9	

Since 2003, the Local Bridge Program has provided almost \$400 million to replace and repair hundreds of bridges, while the Local Road Improvement Program has received total funding of \$255 million.

Minnesota Transportation
Alliance

124TH ANNUAL MEMBERSHIP
MEETING

with construction forecast



November 8, 2017

Kelly Inn, St. Cloud

www.transportationalliance.com

Register Today to join us at the Transportation Event that brings everyone together to learn where we're at and where we're going with Transportation in Minnesota.

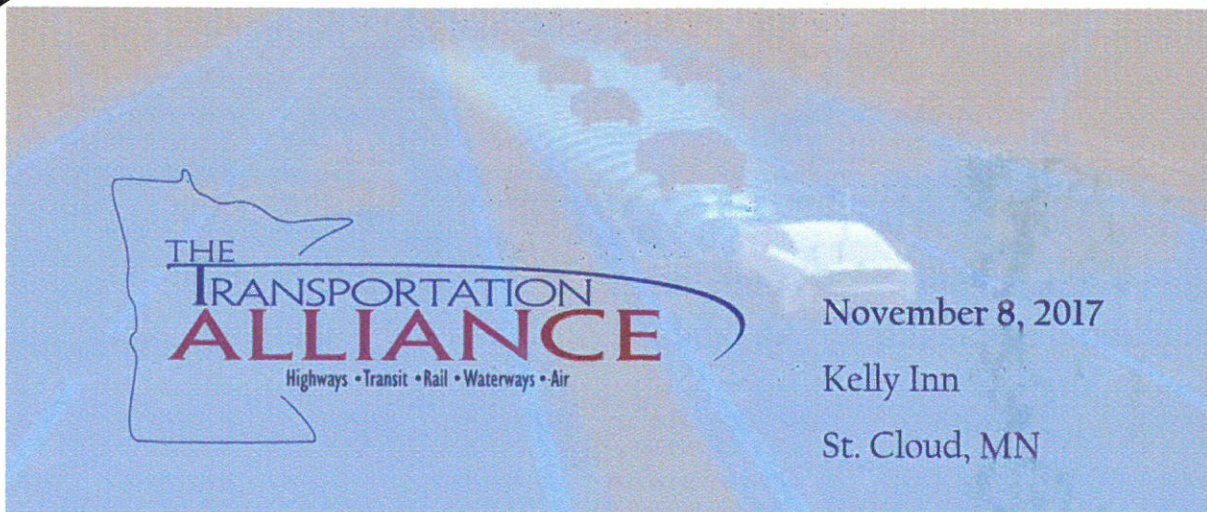
- National Experts on Connected Vehicle Technology
- Latest News from MnDOT and the Metropolitan Council
- Status of Major Transportation Projects
- Review of 2017 Legislative Session and Preview of 2018 Session



*Connected Vehicle
Technology is Coming -*

*Learn more about pilot
projects funded by US DOT
and MnDOT's work here in
Minnesota*





Welcome/Business Meeting

Presentation on Connected Vehicle Technology

FHWA - Pilot Projects Update

MnDOT - Preparing for Technology
Change

Metropolitan Council Update

Transit Projects and Funding

Lunch

Alliance Transportation Advocacy Awards

MnDOT Update

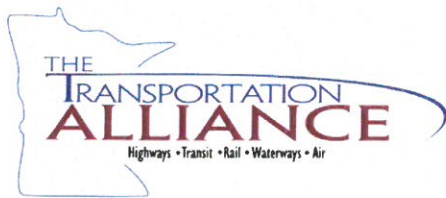
State Road Construction Program - impact of new funding

State Aid Update - Local Road and Bridge

2018 Legislative Session/Dedicating Sales Tax on Auto Parts

Reception





2017 Membership List

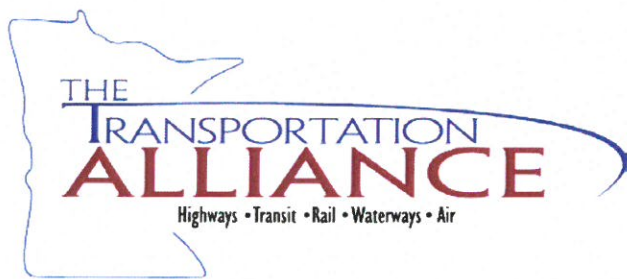
With more than 220 members, our statewide coalition includes local units of government, businesses, labor, the construction industry, and advocates for all modes of transportation.

Public Sector:

Aitkin County	City of Rogers	McLeod County
Becker County	City of Rosemount	Mille Lacs County
Beltrami County	City of Roseville	Morrison County
Benton County	City of Saint Paul	Murray County
Big Stone County	City of Saint Peter	Nicollet County
Blue Earth County	City of Sauk Rapids	Nobles County
Brown County	City of Shoreview	Olmsted County
Carlton County	City of St. Cloud	Otter Tail County
Carver County	City of St. Louis Park	Pennington County
Cass County	City of St. Michael	Pipestone County
Chisago County	City of Victoria	Polk County
City of Albertville	City of Willmar	Pope County
City of Alexandria	City of Worthington	Ramsey County
City of Austin	Clay County	Red Lake County
City of Baxter	Cook County	Redwood County
City of Bloomington	Cottonwood County	Renville County
City of Buffalo	Crow Wing County	Rice County
City of Cannon Falls	Dodge County	Rock County
City of Crookston	Douglas County	Roseau County
City of Dayton	Faribault County	Saint Louis County
City of Duluth	Fillmore County	Sherburne County
City of Eden Prairie	Freeborn County	Sibley County
City of Fergus Falls	Grant County	Stearns County
City of Glencoe	Goodhue County	Steele County
City of Golden Valley	Hennepin County	Todd County
City of Granite Falls	Houston County	Traverse County
City of Hutchinson	Hubbard County	Wadena County
City of Kasson	Isanti County	Waseca County
City of Lake City	Itasca County	Washington County
City of Mankato	Jackson County	Winona County
City of Maple Grove	Kandiyohi County	Wright County
City of Maplewood	Kittson County	
City of Marshall	Koochiching County	
City of Minneapolis	Lac Qui Parle County	
City of Monticello	Lake County	
City of New Ulm	Lake of the Woods County	
City of North Mankato	Le Sueur County	
City of Owatonna	Lincoln County	
City of Red Wing	Lyon County	
City of Richfield	Martin County	

Private Sector:

3M
AECOM
AFSCME Council 5
Aggregate Industries US
Albert Lea-Freeborn County Chamber of Commerce
Alliant Engineering, Inc.
Amalgamated Transit Union Local 1005
American Agency, Inc.
American Council of Engineering Companies of MN
American Engineering Testing, Inc.
Arrowhead Regional Development Commission
Associated General Contractors of Minnesota (AGC)
Association of Metropolitan Municipalities | Metro Cities
Association of Minnesota Counties (AMC)
Bearence Management Group
Bernie Lieder
Bituminous Roadways, Inc.
Bolton & Menk, Inc.
Braun Intertec Corporation
Bryan Rock Products, Inc.
Burns & McDonnell
Capitol Connections
Cement Masons, Plasterers and Shophands Local No. 633
Central Specialties Inc.
Cobb Strecker Dunphy & Zimmermann Inc.
Commercial Fabricators, Inc.
Concrete Paving Association of Minnesota (CPAM)
Design Electric, Inc.
Duininck Inc.
Duluth Building and Construction Trades
Duluth Seaway Port Authority
Duluth Transit Authority (DTA)
Edwin E. Thoreson, Inc.
Erickson Engineering Company
Ess Brothers & Sons
Eull's Manufacturing
Faithful+Gould
FIGG Bridge Inspection, Inc.
Forterra Pipe and Precast
Fresh Energy
Geyer Signal of Saint Cloud, Inc.
Greater St. Cloud Development Corporation
Hancock Concrete Products, LLC
Hawkinson Construction Company, Inc.
HDR Engineering, Inc.
Highway 52 Freeway Partnership
Highway 55 Corridor Coalition
HNTB Corporation
Hoffman Construction
Houston Engineering
HR Green, Inc.
International Union of Operating Engineers Local #49
Kimley-Horn and Associates, Inc.
KLJ
Kraemer North America
Laborers District Council of MN & ND
League of Minnesota Cities (LMC)
LHB Inc
Marshall Transportation Group
Mathiowetz Construction Company
Mathy Construction
Matt Shands
Mead & Hunt
Minnesota Asphalt Pavement Association, Inc.
Minnesota Association of Small Cities
Minnesota Association of Townships
MN Best Inc
Minnesota Building & Construction Trades Council
Minnesota County Engineers Association
Minnesota Government Engineering Council
Minnesota Inter-County Association (MICA)
Minnesota Laborers Employers Cooperation & Education Trust (LECET)
Minnesota Ports Association
Minnesota Public Transit Association (MPTA)
Minnesota Rural County Caucus
Minnesota Transportation Museum
Minnesota Valley Transit Authority
Minnowa Construction, Inc.
MSA Professional Services, Inc.
Newton Bonding
North Central States Regional Council of Carpenters
North Metro Mayors Association
Northern Lines Railway LLC
Park Construction
Pfeffer Company, Inc.
Robert R. Schroeder Construction, Inc.
Ruffridge-Johnson Equipment Co
Safety Signs
Sambatek
Shippers Resource Center, Inc.
Short Elliott Hendrickson (SEH)
SIMCOTE, Inc.
Southwest Corridor Transportation Coalition
SouthWest Transit
SRF Consulting Group, Inc.
St. Cloud Area Planning Organization (APO)
St. Cloud Metro Bus
Stantec Consulting Services Inc.
Stonebrooke Engineering
The Tinklenberg Group, Inc.
Tiller Corporation
TKDA
Transit for Livable Communities
Twin Cities & Western Railroad Company
Union Bank and Trust
UTU- SMART – TD
US Highway 14 Partnership
Wendel Companies
Wheeler Consolidated LLC
Widseth Smith Nolting & Associates, Inc.
WSB & Associates, Inc.
WSP | Parsons Brinkerhoff



Paul Sandy, City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Invoice Date: August 11, 2017
Invoice Number: P17-2241

Description of Services	Please pay upon receipt	
Annual Membership Dues Membership Period: August, 2017 – July, 2018	\$540.00	
	TOTAL DUE	\$ 540.00

Thank You!

Your membership renewal allows us to work on your behalf for increased transportation funding.

Involvement multiplies your membership - it's easy and effective

Visit www.transportationalliance.com or call us at (651) 659-0804

Please make checks payable to:
The MN Transportation Alliance, Inc.
525 Park Street, Suite 240
Saint Paul, MN 55103-2106

Direct questions or W-9 request to:
barb@transportationalliance.com
651-659-0804

*The Minnesota Transportation Alliance is a 501(c)(6) Minnesota nonprofit corporation.
Dues are not deductible as charitable contributions.
Section 6033(e) notice: 78% of dues paid may be deductible as a business expense
(22% of dues will be used for non-deductible lobbying expenses.)*

**CITY OF BRAINERD
PERSONNEL AND FINANCE COMMITTEE
AGENDA**

August 21, 2017
City Hall Conference Room
6:45 PM

1. Approval of Bills, Transfer of Funds & Payments to Contractors

<u>Contractor</u>	<u>IMP#</u>	<u>Project</u>	<u>Amount Paid</u>	<u>Amount Retained</u>
Tom's Backhoe	14-15	Airport Util Ext thru 8/1	\$97,648	\$3,020

2. 2018 Life Insurance Renewal
3. Compensation Study Update
4. Discussion of Interim Period Between City Administrators
5. Letter of Credit Option for Collateral
6. PTO Committee Report
7. Driver's License Office Lease Amendment



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: 2018 Life Insurance Renewal

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Administration
Presenter (Name & Title): Kris Schubert, HR Coordinator	Estimated Time Needed: 5 minutes
Summary of Issue: The City of Brainerd is a member of the National Joint Powers Alliance (NJPA) life insurance pool. We work with Integrity Employee Benefits as our broker for this benefit. Integrity informed us in July that our current life insurance carrier Sun Life was proposing a 17% increase on Basic Life (employer paid) and a 5% increase on Supplemental Life (employee paid) policies for our 2018 renewal. Integrity representatives recommended that the City solicit quotes from other life insurance companies as a stand alone entity outside of the pool to determine if this was a "good" rate or if we could get a better deal. Integrity submitted our information to several life insurance providers and only two companies responded. Sun Life provided the same rate as our NJPA pool renewal and The Hartford also submitted a proposal. Since The Hartford basic rates were more than Sun Life's renewal increase, we are recommending to stay with Sun Life. We did ask Sun Life if they would consider matching The Hartford supplemental rates which did not increase our current supplemental premium amounts and they agreed.	
Alternatives, Options, Effects on Others/Comments: Attached is a comparison listing our current plan as well as the Sun Life and The Hartford 2018 rates. The Sun Life supplemental policy rates have been updated to reflect their agreement to match The Hartford quote. This renewal also includes a two year rate guarantee. Please note the \$1,695 difference per year cost is the estimated additional cost for 2018 and covers all current City, BPU, HRA and Airport employee policies and premiums.	
Recommended Action/Motion: Requested action at this time is approval of the 2018 life insurance rate renewal as submitted by Sun Life as part of the NJPA Life Insurance Pool.	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No <u>Please Explain:</u> The insurance renewal rates/increase will be incorporated into the 2018 proposed budget.	

Formal RFP - Life Insurance

*Calculations based on Insurance Volumes listed in the specifications

City of Brainerd
Total Difference Per Year

Premiums Paid	Volume
Basic Life	\$5,230,000
Basic AD&D	\$5,230,000
Total per Month	

	Volume
Dependent Life / Child Life	\$340,000

Employee and Spouse Supplemental Life (Calculated as of 1/1/2018)	Volume
Under 25	\$20,000
25-29	\$230,000
30-34	\$620,000
35 - 39	\$240,000
40 - 44	\$1,050,000
45 - 49	\$890,000
50 - 54	\$710,000
55 - 59	\$750,000
60 - 64	\$260,000
65 - 69	\$0
70 - 74	\$0

Total Supp EE and SP Life Per Month	\$4,770,000
--	--------------------

Total Premium Per Month BASIC+SUPP+ DEP/CH

Rate Guarantee
Age Reductions on Basic
Age Reductions on Supplemental
Accelerated Death Benefit

Current Plan - Sun Life

Monthly Rate Per \$1,000	Cost Per Month
<u>\$0.136</u>	<u>\$711.28</u>
<u>\$0.020</u>	<u>\$104.60</u>
	<u>\$815.88</u>

Monthly Rate Per \$1,000	Cost Per Month
<u>\$0.09</u>	<u>\$30.60</u>

Rate per \$1,000 Life	Cost Per Month
<u>\$0.080</u>	\$1.60
<u>\$0.080</u>	\$18.40
<u>\$0.090</u>	\$55.80
<u>\$0.110</u>	\$26.40
<u>\$0.150</u>	\$157.50
<u>\$0.230</u>	\$204.70
<u>\$0.360</u>	\$255.60
<u>\$0.540</u>	\$405.00
<u>\$0.720</u>	\$187.20
<u>\$1.300</u>	\$0.00
<u>\$2.090</u>	\$0.00

\$1,312.20

\$2,158.68

N/A
Yes
Yes
75%

Sun Life
\$1,695

Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month
<u>\$0.163</u>	<u>\$852.49</u>	
<u>\$0.020</u>	<u>\$104.60</u>	
	<u>\$957.09</u>	\$141.21 17%

Monthly Rate Per \$1,000	Cost Per Month
<u>0.09</u>	<u>\$30.60</u>

Rate per \$1,000 Life	Cost Per Month
<u>\$0.080</u>	\$1.60
<u>\$0.080</u>	\$18.40
<u>\$0.090</u>	\$55.80
<u>\$0.110</u>	\$26.40
<u>\$0.150</u>	\$157.50
<u>\$0.230</u>	\$204.70
<u>\$0.360</u>	\$255.60
<u>\$0.540</u>	\$405.00
<u>\$0.720</u>	\$187.20
<u>\$1.300</u>	\$0.00
<u>\$2.090</u>	\$0.00

\$1,312.20	\$0.00 0%
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\$2,299.89	\$141.21 7%
-------------------	----------------

Difference per Year \$1,695

2 YEARS
Yes
Yes
75%

The Hartford
\$2,093

Monthly Rate Per \$1,000	Cost Per Month	Difference Per Month
<u>\$0.170</u>	<u>\$889.10</u>	
<u>\$0.020</u>	<u>\$104.60</u>	
	<u>\$993.70</u>	\$177.82 22%

Monthly Rate Per \$1,000	Cost Per Month
<u>0.08</u>	<u>\$27.20</u>

Rate per \$1,000 Life	Cost Per Month
<u>\$0.080</u>	\$1.60
<u>\$0.080</u>	\$18.40
<u>\$0.090</u>	\$55.80
<u>\$0.110</u>	\$26.40
<u>\$0.150</u>	\$157.50
<u>\$0.230</u>	\$204.70
<u>\$0.360</u>	\$255.60
<u>\$0.540</u>	\$405.00
<u>\$0.720</u>	\$187.20
<u>\$1.300</u>	\$0.00
<u>\$2.090</u>	\$0.00

\$1,312.20	\$0.00 0%
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\$2,333.10	\$174.42 8%
-------------------	----------------

Difference per Year \$2,093

2 YEARS
Yes
Yes
80%

Bid Details

City of Brainerd
Rating AM Best
Supplemental Maximum Employee
Supplemental Maximum Spouse
New Employee GI on Supp
Accelerated Death Benefit
Waiver of Premium
Open Enrollment GI Opportunity at plan takeover?
Rate Guarantee
Age Reductions on Basic
Age Reductions on Supplemental
Conversion
Value Add-ons
Other Notes

Current Plan
A+
\$250,000
\$100,000
\$50,000 EE, \$10,000 SP, \$10,000 CH
75% Accel. Benefit
Yes
No
2 Years
65% at age 65 and 50% at age 70
50% at age 70
Yes
Travel Assistance and ID Theft Protection

The Hartford
A+
\$250,000
\$100,000
\$50,000 EE, \$10,000 SP, \$10,000 CH
75% Accel. Benefit
Yes
YES
2 Years
65% at age 65 and 50% at age 70
50% at age 70
Yes
Travel Assistance and ID Theft Protection

+



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Compensation Study Update

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Administration
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: At the 8/7/17 Council meeting, Council approved a Request for Proposals (RFP) for a compensation study. This study will review position wages at external comparable cities for potential market adjustments as well as explore the possibility of a new compensation plan. The deadline to receive proposals is Tuesday, August 22nd.	
Alternatives, Options, Effects on Others/Comments: Staff is planning to review the proposals next Thursday, August 24th. At this time, City Administrator Thoreen, BPU Finance Director Wicklund and HR Coordinator Schubert will review proposals for a recommendation to the Council. City Finance Director Hillman is unable to participate due to family vacation plans. Staff is wondering if a Council representative would like to be included in the consultant review process. This review may also involve consultant interviews the following week.	
Recommended Action/Motion: No official action is needed. Staff is requesting direction if any Council member would like to be involved in the consultant review process and recommendation.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ n/a <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Discussion of Interim Period Between City Administrators

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): City Administrator Thoreen	Estimated Time Needed: 5 Minutes
Summary of Issue: The draft timeline for the Administrator hiring has the new administrator starting employment the middle of December. My last day is scheduled to be October 27th. This would leave a gap between administrators for a month or so. The attachment memo outlines a few of the challenges this poses as well as a possible solution.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion:	
Financial Impact: Is there a cost associated with this request: ☒ Yes ☐ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☒ Yes ☐ No Full salary and wages were budgeted for the full year. <u>Please Explain:</u>	

MEMO

DATE: August 21, 2017
TO: Mayor Menk and City Council
FROM: Jim Thoreen
RE: Transition to the new Administrator

In view of the timetable established for the selection process for my successor, I offer what I hope will be taken as a good faith effort to assist you and continue to perform professionally during this major transition.

With my now scheduled departure at the end of October, there will be a gap in legal provision of certain duties:

- Signature on: checks, official documents, certification of various Council actions, other routine daily activities requiring sign-off by the Administrator; other “duties as assigned”.
- Preparation of materials for Council Meetings
- Oversight of Management Team

From past experiences we know that the Council can appoint an acting Administrator, delegate authority and assign other administrative necessities for what appears to be a six week or so void of an Administrator. Gary Weiers timetable calls for Council to offer and, presumably, receive acceptance on November 9-10. It is reasonable to assume that your new administrator will provide 30 day notice to her/his present employer.

If this will assist you, I offer the following proposal in draft form which the City Attorney can formally prepare language to amend my contract:

- a. Extend my tenure to a December date, such as December 15th with the assumption that a successor will be chosen and assumes the position by that time; I would prefer that this extension be “for a period no later than December 31, 2017”. In the event you cannot find the best fit for the position by November and the result is the need for a more exhaustive search, we can discuss the length of my contract extension, even into 2018. I remain confident that you will have excellent candidates from whom you will find an excellent Administrator. I will assist the orientation of the new Administrator to the extent the Council and she/he desires.
- b. As of October 31, 2017 I assume a work week of Monday-Wednesday with the salary for each of those 24 hour work weeks based on my current hourly rate. (24 x \$56.49 = \$1,355.76) compared to my current work week of \$2,259.60. The City continues the fringe benefits but Human Resources Director Kris Schubert can develop a pro-rated amount for the various components: sick leave, vacation, opt-out contribution to health plan, etc. I yield to Kris and her expertise to work with the City Attorney for new language.

If this proposal is not in the best interest of the City, we will need to discuss the delegation of duties for the time period October 28-December 15.

MEMO



www.ci.brainerd.mn.us

TO: Mayor and Council

FROM: HR Coordinator Kris Schubert *KS*

DATE: August 17, 2017

RE: Pro-rated Benefits for City Administrator

City Administrator Thoreen asked me to provide clarification how pro-rated benefits might work if the Council would decide to extend his employment contract and he was scheduled to work 24 hours a week.

Section 8 of our Employee Policy Manual (EPM) allows for pro-rated benefits for employees that are regularly scheduled to work 30 hours or more per week. Normally employees who work less than 30 hours per week are not eligible for fringe benefits. With that said, given the situation and because Mr. Thoreen has an employment contract that would supersede the EPM, the following could be negotiation options if the Council is interested in pursuing.

In the past, we have pro-rated benefits for part-time employees based on full-time equivalency (FTE). If Mr. Thoreen would be scheduled to work 24 hours per week, he would be considered a .6 FTE (24 hours per week \ 40 hours = .6 FTE). All benefits and accruals would be adjusted based on this FTE. Below is an example how his benefits could be adjusted under this scenario:

	<u>Current Full-time Rate</u>	<u>.6 FTE Rate</u>
1. Vacation	11.33 hours per month	6.80 hours per month
2. Sick Leave	8 hours per month	4.80 hours per month
3. Opt Out Payment	\$315 per month	\$189 per month
4. *Holidays	8 hours per holiday	4.80 hours per holiday
5. **Life Insurance	see below	
6. ***Long-term Disability	see below	
7. ****PERA	n/a - see below	

*Holidays – An option could be that he would receive 8 hours of holiday pay when the holiday falls on a scheduled work day. If it doesn't fall on a Monday – Wednesday, he

Mission:

"To commit to providing high quality, cost effective public services and leadership in creating a sustainable city."

would not receive the holiday pay benefit. I discussed holiday pay with City Administrator Thoreen. His preference would be to receive 8 hours of pay if scheduled to work on the holiday. This means he would not receive holiday pay for Veteran's Day or the Thanksgiving Holidays.

**Life Insurance – Normally our City Administrator would receive a \$100,000 life insurance policy as an employer-paid benefit. Given Mr. Thoreen's age, his benefit has already been reduced to a \$50,000 policy pursuant to our Sun Life contract. Normally this benefit would cost the City \$15.60 per month; however, the City currently pays only \$7.80 per month with the benefit reduction. Options could be to continue to pay the \$50,000 policy with AD&D for Mr. Thoreen realizing the reduced benefit or to pro-rate the premium based on FTE so he would pay \$3.12 per month to continue the benefit.

***Long-term Disability (LTD): LTD is an employer-paid benefit with the premium based on the employee's base monthly salary. An automatic premium adjustment would be made to reflect Mr. Thoreen's new base monthly wage. The City now pays \$17.63 per month based on his current monthly base wage of \$9,792. If Mr. Thoreen would work 24 hours per week, his new premium would be calculated as follows:

Current Monthly Base Wage	\$9,792.00
.6 FTE Adjustment	$\times \quad .6$
New Monthly Base Wage	\$5,875.20

LTD Premium:	$\times \quad .0018$
Adjusted LTD Monthly Premium:	\$ 10.58

This wage adjustment would result in a City LTD premium savings of \$7.05 per month.

****PERA: As a retiree, Mr. Thoreen is exempt from Public Employee Retirement Plan (PERA) contributions; therefore, the City does not pay into his retirement plan.

In conclusion, if a pro-rated work schedule and benefits are considered for Mr. Thoreen, staff would appreciate clarification from Council regarding Mr. Thoreen's Holiday pay and if City would pay or ask Mr. Thoreen to split his Life insurance premium.

/ks
Enc.

SECTION 8. HOURS OF WORK

Subdivision 1. Work Schedule

Due to the necessity of providing service twenty-four hours per day, seven days per week, it is a reasonable condition of employment to require that employees work a regular schedule of hours as established by the City. Regular schedules shall not be construed as excluding shift rotation and emergency work schedules based on public necessity as determined by the City.

The following are descriptions of the work schedules for the types of employees utilized by the City of Brainerd.

1. Regular full-time and probationary full-time employees, included in the annual budget, normally have a work schedule of forty (40) hours per week, five (5) days per week, eight (8) hours per day. However, fire equipment operators, police officers and park & recreation employees work shifts as established by their respective departments.
2. Regular part-time and probationary part-time employees have a work schedule that is less than forty (40) hours per week. Employees who work less than thirty (30) hours per week shall not be eligible for fringe benefits. Employees who work thirty (30) hours per week or more shall be eligible for the following fringe benefits on a pro-rata basis:

Holidays - As established in Section 11 of this manual.

Vacation - As established in Section 12 of this manual.

Sick Leave - As established in Section 14, Subdivision 6 of this manual.

Employees who work thirty (30) hours per week or more shall be eligible to participate in the City's group health insurance, cafeteria plan and life and long term disability (LTD) insurance provided that the participation of such employees is allowed by the insurance carrier/plan eligibility rules.

The employer's contribution for health insurance and life and LTD insurance for eligible participating employees shall be determined on a pro-rata basis.



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Letter of Credit Option for Collateral

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Connie Hillman	Department: Finance
Presenter (Name & Title): Finance Director Hillman	Estimated Time Needed: 10 Minutes
Summary of Issue: Please see attached memo.	
Alternatives, Options, Effects on Others/Comments:	
Recommended Action/Motion: The recommended action would be a motion to allow the appropriate representatives to enter into a Letter of Credit on behalf of the City with Bremer Bank and the Federal Home Loan Bank (FHLB) Des Moines. Further the appropriate representatives would be allowed to modify the Letter of Credit if and when needed.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>Unknown</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>	

MEMO

TO: Mayor & Council

FROM: Finance Director Connie Hillman

DATE: August 16, 2017

RE: Letter of Credit

Bremer bank, the main designated depository in which the City banks, approached the City with an option that could reduce our bank fees and increase our interest earnings.

Currently, the City has a checking and money market account with Bremer bank. The City's checking account is swept daily into an Insurance Cash Sweep (ICS). The amount swept is broken down into \$250,000 increments with other institutions. The money is FDIC insured, liquid, and has an average interest rate of 0.16%. The City pays \$115 a month for the ICS. One of the downfalls of this option is that any time we invest in a CD, we need to provide the information to Bremer to ensure that the funds in the ICS are not invested in the same financial institutions in excess of \$250,000.

Bremer issues additional collateral in the form of directly pledged securities to cover the additional amount in the checking and money market accounts. The current interest rate of the money market is 0.27%.

The option purposed by Bremer would be for the City, Bremer and the Federal Home Loan Bank (FHLB) of Des Moines to enter into a tri-party Letter of Credit agreement. Attachment A is a depiction of the arrangement.

Bremer, the City, and the FHLB of Des Moines would enter into a Letter of Credit agreement for a mutually agreeable dollar amount in excess of the peak deposit volumes held by the City within Bremer Bank – for example \$15 million. The City's funds would not have to be broken down into \$250,000 increments, rather all funds would be held with Bremer Bank (thus supporting a local financial institution). If by chance, Bremer fails, the FHLB of Des Moines insures the amount of the City's funds up to the amount of the letter of credit. The amount of the Letter of Credit is yet to be determined but would probably be around \$15 million. This would allow for adequate coverage for when the City issues bonds, etc. A supplementary Letter of Credit could be issued on the same business day if an unforeseen need arose and additional collateral were required. In conjunction with the collateral change, Bremer is willing to increase the rate of interest on the Money Market account to 0.91%.

Attachment B is the Statement of Position (SOP) from the State Auditor's Office. Page 2 of the SOP lists the permissible collateral, including the availability of an irrevocable standby letters of credit issued by a federal home loan bank as an option. Attachments C

and D are the State Statute referred to in the SOP and the rating sheet of the FHLB of Des Moines, respectively. I did contact our auditors, and they see Letters of Credits all the time.

The advantages of the Letter of Credit appear to be:

- Overall increased interest rate on liquid cash.
- An elimination of the \$115 a monthly fee for the ICS. We would like to look at other programs such as positive pay and ACH positive pay which would be a control to minimize losses of fraudulent checks and other transactions before they reach our account.
- No longer have the need to track the amount of interest earned on the ICS to make sure the arrangement is covering the cost.
- Elimination of having to communicate any outside investments to Bremer and thus the risk of being invested in a Financial Institution over the FDIC insured amount.
- Provides opportunity to maximize interest bearing options with Bremer in other depository solutions – including but not limited to bank held CD's.

The disadvantages of the Letter of Credit appear to be:

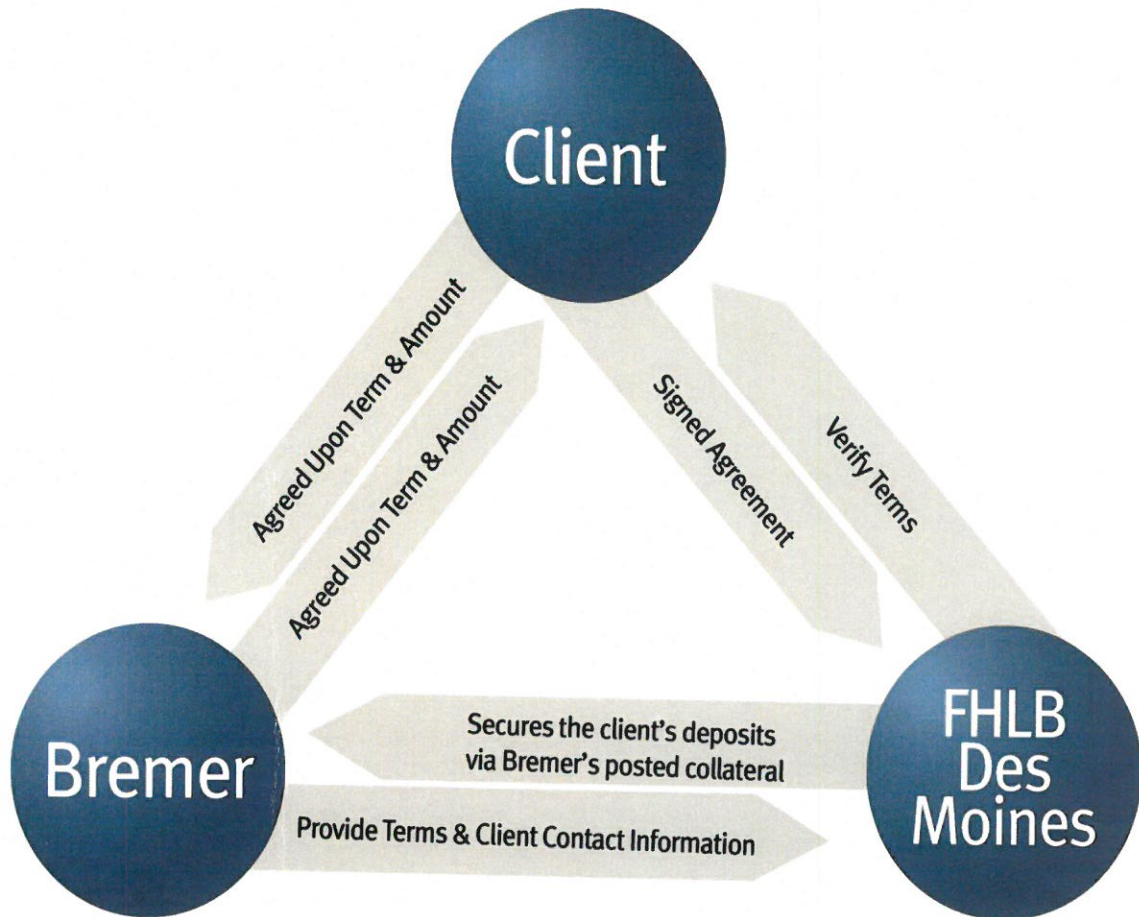
- A change from our current arrangement.

This item appears on the August 21, 2017 Personnel and Finance agenda for your consideration.

Federal Home Loan Bank (FHLB) Letter of Credit

Product Features:

- Tri-party agreement involving Bremer, client, and the FHLB Des Moines
- Meets state statute requirements while providing audit and compliance flexibility
- Full amount of funds stay in your local community





REBECCA OTTO
STATE AUDITOR

STATE OF MINNESOTA OFFICE OF THE STATE AUDITOR

SUITE 500
525 PARK STREET
SAINT PAUL, MN 55103-2139

(651) 296-2551 (Voice)
(651) 296-4755 (Fax)
state.auditor@osa.state.mn.us (E-mail)
1-800-627-3529 (Relay Service)

Statement of Position Deposits of Public Funds (Depositories and Collateral)

State law limits where and how public funds may be deposited. Compliance with state and federal laws is a basic component of protecting the public funds that have been entrusted to government entities.

Designation of Depository

Minnesota law requires the governing body of each government entity to designate one or more financial institutions as a depository for its public funds.¹ The governing body is responsible for deciding where public funds will be deposited. Most government entities designate a depository on either an annual or biennial basis. The designation of a depository occurs at a public meeting.

Minnesota law also permits a governing body to authorize its treasurer or chief financial officer to designate depositories of funds. For public entities that delegate this authority, we recommend that the designation take place on an annual or biennial basis. Further, we recommend that designation of individual depositories be documented. The document can be in the form of a report to the governing board, a letter to the depository or simply a dated memorandum in the government entity's depository file.

Financial institutions eligible to receive public deposits include savings associations, commercial banks, trust companies, credit unions and industrial loan and thrift companies.² Not included in this list are securities broker-dealers or their affiliates.

As part of their stewardship of public funds, we recommend that government entities periodically (annually or biennially) re-examine and re-evaluate the banks and credit unions into which they place public funds. By leaving money in the same depository year after year and failing to designate a depository on a periodic basis, public entities may lose out on the competition many depositories are willing to undertake for the opportunity to receive public funds. They also neglect their duty to periodically evaluate the soundness of their selected financial institutions.

¹ See Minn. Stat. § 118A.02, subd. 1.

² Minn. Stat. § 118A.01, subd. 3.

Reviewed: December 2013
Revised: December 2013

2007-1012

This Statement of Position is not legal advice and is subject to revision.

Collateral

Collateral represents protection for public funds in the event of a bank failure. All public funds on deposit in a bank or credit union must be protected by deposit insurance, a corporate surety bond or pledged collateral. Most institutions choose to pledge collateral for amounts not covered by the deposit insurance. The process involves the depository placing securities it owns within an account in the trust department of a commercial bank or a restricted account at the Federal Reserve, and pledging these securities to the government entity. If the depository fails, the government entity can take the securities pledged to make up for any loss to its deposited funds.³

Most compliance problems occur when the public entity fails to:

- Obtain a proper assignment,
- Obtain the proper kind of collateral,
- Obtain the proper amount of collateral, or to otherwise comply with the Federal Financial Institutions Reform, Recovery and Enforcement Act (FIRREA).⁴

Permissible Collateral

State law defines the types of collateral that a financial institution may pledge for public deposits.⁵ These types of collateral include:

- United States Government Treasury issues;
- Issues of United States Government Agencies and Instrumentalities;
- Obligations of state and local governments;
- Time Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency; and
- Irrevocable standby letters of credit issued by federal home loan banks.

These very safe forms of collateral are necessary because, in the event of a failure of the depository, the government entity may need to obtain funds quickly to cover operating expenses.

All of these allowable forms of collateral must meet certain additional requirements. The public depositor should review Minn. Stat. § 118A.03, subd. 2, to determine whether the collateral being pledged meets the statutory requirements for “collateral.”

³ See Minn. Stat. § 118A.03, subd. 4.

⁴ See *North Arkansas Medical Center v. Barrett*, 962 F.2d 780 (1992).

⁵ Minn. Stat. § 118A.03, subd. 2.

Amount of Collateral

The FDIC provides \$250,000 of deposit insurance for all accounts held by a single depositor to protect the amount on deposit.⁶ For depositories located in the same state, public entities have an additional \$250,000 of deposit insurance available: There is \$250,000 of coverage available for all demand accounts and a second \$250,000 available for time/savings accounts. Depositories located outside the state have a single \$250,000 coverage for all demand and time/savings accounts combined.

State law requires that the amount of collateral pledged equal 110% of the uninsured amount on deposit.⁷ For example, if the government entity has on deposit \$1,000 over and above the deposit insurance amount, the financial institution needs to pledge collateral with a market value of \$1,100 to protect the deposit.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times. Public entities should develop procedures to monitor the amount of collateral pledged throughout the year. The public entity's chief financial officer or treasurer needs to monitor deposit amounts against the amount of collateral pledged.

If a government entity maintains a large bank account balance throughout the year, the excess funds could be used for direct investment in securities, but the securities must be authorized under Minn. Stat. §§ 118A.04 and 118A.05. Options include investment in the joint powers government investment pools through the 4M Fund (for cities), the Liquid Asset Fund (for school districts), the MAGIC Fund (for counties), and MNTrust (for school districts). The allocation of public funds available for deposit and direct investment should be addressed by the governing body through resolution or in an adopted investment policy.

Compliance with FIRREA

State law requires that the pledge of collateral be done through a written assignment from the bank to the government entity. To perfect the security interest in the pledged collateral, the FIRREA requires that either the bank's loan committee or the bank's board of directors approve the assignment.⁸ To document compliance, public entities should insist that the depository provide to the public entity a copy of the minutes or the resolution adopted either by the loan committee or the board of directors approving the pledge of collateral.

⁶ 12 CFR § 330.15.

⁷ Minn. Stat. § 118A.03, subd. 3. When the collateral consists of standby letters of credit issued by the Federal Home Loan Bank, the amount of the letters of credit need only equal the insured amount on deposit.

⁸ 12 U.S.C. § 1823 (e).

If the financial institution fails to approve the assignment at the loan committee or board of directors' level, the written collateral assignment will be worthless. Should the financial institution be liquidated, the public entity would not be permitted to take the collateral and sell it; rather, the public entity would become one of the financial institution's general creditors, and the public entity might receive only a portion of the actual money it had on deposit. It is imperative that public entities obtain enforceable assignments of collateral from their depositories.

Given relatively recent bank failures in the State of Minnesota, compliance with State depository law is more important than ever. Even though the risk of loss remains relatively low, the consequences of a bank failure on local government depositors can be devastating. This type of loss of public funds can be avoided by vigilant compliance with state and federal law.

2016 Minnesota Statutes

[Authenticate](#)

118A.03 WHEN AND WHAT COLLATERAL REQUIRED.

Subdivision 1. **For deposits beyond insurance.** To the extent that funds on deposit at the close of the financial institution's banking day exceed available federal deposit insurance, the government entity shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state. For the purposes of this section, "banking day" has the meaning given in Federal Reserve Board Regulation CC, Code of Federal Regulations, title 12, section 229.2(f), and incorporates a financial institution's cutoff hour established under section [336.4-108](#).

Subd. 2. **In lieu of surety bond.** The following are the allowable forms of collateral in lieu of a corporate surety bond:

- (1) United States government Treasury bills, Treasury notes, Treasury bonds;
- (2) issues of United States government agencies and instrumentalities as quoted by a recognized industry quotation service available to the government entity;
- (3) general obligation securities of any state or local government with taxing powers which is rated "A" or better by a national bond rating service, or revenue obligation securities of any state or local government with taxing powers which is rated "AA" or better by a national bond rating service;
- (4) general obligation securities of a local government with taxing powers may be pledged as collateral against funds deposited by that same local government entity;
- (5) irrevocable standby letters of credit issued by Federal Home Loan Banks to a municipality accompanied by written evidence that the bank's public debt is rated "AA" or better by Moody's Investors Service, Inc., or Standard & Poor's Corporation; and
- (6) time deposits that are fully insured by any federal agency.

Subd. 3. **Amount.** The total amount of the collateral computed at its market value shall be at least ten percent more than the amount on deposit at the close of the financial institution's banking day, except that where the collateral is irrevocable standby letters of credit issued by Federal Home Loan Banks, the amount of collateral shall be at least equal to the amount on deposit at the close of the financial institution's banking day. The financial institution may furnish both a surety bond and collateral aggregating the required amount.

Subd. 4. **Assignment.** Any collateral pledged shall be accompanied by a written assignment to the government entity from the financial institution. The written assignment shall recite that, upon default, the financial institution shall release to the government entity on demand, free of exchange or any other charges, the collateral pledged. Interest earned on assigned collateral will be remitted to the financial institution so long as it is not in default. The government entity may sell the collateral to recover the amount due. Any surplus from the sale of the collateral shall be payable to the financial institution, its assigns, or both.

Subd. 5. **Withdrawal of excess collateral.** A financial institution may withdraw excess collateral or substitute other collateral after giving written notice to the government entity and receiving confirmation. The authority to return any delivered and assigned collateral rests with the government entity.

Subd. 6. **Default.** For purposes of this section, default on the part of the financial institution includes, but is not limited to, failure to make interest payments when due, failure to promptly deliver upon demand all money on deposit, less any early withdrawal penalty that may be required in connection with the withdrawal of a time deposit, or closure of the depository. If a financial institution closes, all deposits shall be immediately due and payable. It shall not be a default under this subdivision to require prior notice of withdrawal if such notice is required as a condition of withdrawal by applicable federal law or regulation.

Subd. 7. **Safekeeping.** All collateral shall be placed in safekeeping in a restricted account at a Federal Reserve bank, or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial

institution furnishing the collateral. The selection shall be approved by the government entity.

History: 1996 c 399 art 1 s 4; 2003 c 51 s 15,16; 2004 c 151 s 1,2; 2004 c 174 s 2; 2007 c 44 s 7; 2007 c 57 art 3 s 39; 2008 c 154 art 10 s 1; 2014 c 292 s 1

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Credit Opinion: Federal Home Loan Bank of Des Moines

Global Credit Research - 23 Dec 2015

Des Moines, Iowa, United States

Ratings

Category	Moody's Rating
Outlook	Stable
Bank Deposits	Aaa/P-1
Parent: Federal Home Loan Banks	
Outlook	Stable
Senior Unsecured	Aaa
ST Issuer Rating	P-1
Other Short Term	P-1

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Key Indicators

Federal Home Loan Bank of Des Moines[1][2]

	Q3 2015	2014	2013	2012
Total Assets	120,360	95,524	73,004	47,367
Tangible common equity	5,220	4,210	3,377	2,691
Total shareholders' equity	5,224	4,337	3,466	2,844
Return on average assets (FHLB)	0.13%	0.14%	0.20%	0.23%
Return on average equity (FHLB)	3.08%	3.17%	3.68%	3.98%
Advances % Total assets	61.9%	68.2%	62.5%	56.2%
Mortgage Loans % Total assets	5.72%	6.88%	8.99%	14.71%
Retained earnings and related reserves % Total assets	0.64%	0.75%	0.93%	1.31%
Private Label MBS % Total Assets	0.02%	0.03%	0.04%	0.09%
YTD net interest margin (FHLB)	0.29%	0.30%	0.39%	0.49%
Total regulatory capital ratio	4.34%	4.41%	4.63%	5.69%
Liquid Assets (FHLB) % Short term debt	33.74%	29.36%	33.83%	35.29%

[1] All figures and ratios are adjusted using Moody's standard adjustments [2] US GAAP

Opinion

SUMMARY RATING RATIONALE

The Federal Home Loan Bank of Des Moines (FHLBank of Des Moines or FHLBank) Aaa long term rating and Prime-1 short-term deposit ratings reflect the combination of the FHLBank of Des Moines's Baseline Credit Assessment (BCA) of a1, very high cooperative support from the FHLBank System and very high systemic support from the US government (Aaa debt rating). The outlook for all ratings is stable.



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: PTO Committee Report

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☒ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Kris Schubert	Department: Administration
Presenter (Name & Title): HR Coordinator Kris Schubert	Estimated Time Needed: 5 minutes
Summary of Issue: During our 2017-2018 negotiations, the City Council requested and all unions agreed to "meet and confer" regarding switching to paid time off (PTO) in lieu of our current vacation/sick leave benefit system. Our PTO Committee was formed and included representatives from all seven unions, management as well as Council liaisons. Attached is the PTO Committee's Report. All employee representatives noted that after discussing this issue with their members, the majority of each group wants to keep the current vacation and sick leave model versus utilizing PTO.	
Alternatives, Options, Effects on Others/Comments: The attached report includes a summary of data reviewed and concerns raised by Committee members for historical purposes and future reference if needed.	
Recommended Action/Motion: Possible action items could be: 1. Provide direction to Staff how to proceed after receiving the Committee's Report. or 2. Accept the Committee's report as presented with no further Council action needed.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ n/a <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	

PTO Committee Report

Submitted to Council: 8/21/17

During our 2017-2018 negotiations, the City Council requested and all unions agreed to “meet and confer” regarding possibly switching to paid time off (PTO) in lieu of our current vacation/sick leave benefit system. The Committee was formed and included representatives from all seven unions, management as well as Council liaisons. Below is a summary of the Committee’s discussions and items reviewed:

1. The Committee met on the following dates: June 7, 2017; June 21, 2017; July 13, 2017 and August 16, 2017.
2. Staff presented and the Committee reviewed numerous PTO samples from communities that have transitioned to PTO including Crow Wing County, City of Bemidji, Stearns County, City of St. Louis Park, Aitkin County, and the City of Mantorville.
3. Crow Wing County (CWC) HR Director Tami Laska attended the June 7th meeting and discussed the CWC model. It was noted that CWC was different from Brainerd as CWC had already negotiated that sick leave was no longer paid at severance and that CWC employees forfeit their sick hours when retiring. Brainerd employees voiced concern about forfeiting their current severance benefit for sick leave hours, up to the 960 hour cap, being paid out at retirement.
4. IUOE Business Agent Todd Djonne attended the July 13, 2017 meeting and shared his experiences as a City of Bemidji employee with ten years of service that went through the PTO transitional process. The Committee gravitated towards the Bemidji PTO model since they offered sick leave severance pay prior to the PTO transition. Representatives were concerned about losing their retirement severance and this model allowed its retention. The main takeaways from his presentation were:
 - a. Before transitioning to PTO, Bemidji only allowed pay out of 50% of their sick leave balance at retirement ($960 * 50\% = 480$ hour max sick leave payout).
 - b. Bemidji’s PTO model allowed employees to convert their sick leave balance to an extended sick leave bank to be utilized when needed; further, that any remaining balance in the extended sick leave bank would be paid out for severance at retirement. NOTE: The employee had the option to utilize PTO in lieu of the extended sick leave bank.
 - c. Bemidji has an 800 hour PTO cap. Vacation balances for existing employees were rolled over into their PTO account.
 - d. The amount of available leave to be paid out at severance under the Bemidji model actually increased for existing employees compared to before the transition. Before PTO, retiring Bemidji employees could receive up to 240 hours of vacation plus 50% of their sick leave hours or a maximum of 720 hours ($240 \text{ hours vac} + 480 \text{ hours sick } (960 * 50\%) = 720 \text{ hours}$). After the transition, employees could receive the 480 hours sick + 800 hours of PTO or 1,280 hours.
 - e. If Brainerd followed the Bemidji model, we would actually increase our severance payout maximum i.e. from 1,200 hours now to 1,760 hours depending on the new PTO cap. Brainerd’s payout for retirees currently allows 960 hours of sick leave + 240 hours of vacation = 1,200 hours. The PTO cap would replace vacation in the previous equation.
 - f. It was noted that Bemidji’s PTO Cap is considered high and that most entities that utilize PTO is closer to a 480 to 600 hour maximum.
 - g. New employees liked the PTO option as it accrued quicker than regular vacation with more flexibility.

5. HR Coordinator Schubert noted that PTO payouts when leaving employment is an eligible contribution for an employee's health care savings plan if included in the Employee Policy Manual for non-union employees and if included in applicable union contracts. This is similar to our current vacation/sick leave severance benefit. We also learned that if we wanted to allow employees the option to cash out PTO like Bemidji does three times per year i.e. Christmas Cash, they can only cash out their current year's accrual and that it must be taxed. Brainerd currently allow employees to sell up to 40 hours of vacation annually as part of our cafeteria plan benefit elections with the value of the vacation sale paid to employees throughout the year. The advantage for our current practice is that the employee may redirect that taxable cash into non-taxable benefits which may reduce the taxable event for both the employee and employer. As an example, some employees sell vacation and then use the funds to purchase dental insurance or increase their health savings account contribution which are pre-taxed benefits.
6. City Finance Director Hillman and BPU Finance Director Wicklund prepared and presented several analyses how PTO could affect both the employer and employees.
 - a. We reviewed City and BPU employee sick leave usage from 2013 to 5/31/17, current sick leave balances, as well as excess sick leave payouts from 2011 – 2016. We also reviewed a comparison of our current vacation/sick leave benefit hours compared to earned PTO hours under both the Bemidji and CWC models.
 - b. In most accrual and payout analyses, the PTO change could positively affect employees with less than 15 years of service; however, longer-term employees would lose leave benefits. The exception would be Department Heads that would lose hours immediately given their current vacation schedule.
 - c. City severance payouts from January 2012 – June 2017 were reviewed. Staff prepared an analysis to try to calculate what the City has paid out in vacation and sick leave under the current structure versus a PTO structure. This analysis assumed employees would have the same percentage for their PTO balance compared to the current sick leave and vacation maximum accrual. This analysis did not take into account extended sick leave banks like Bemidji established. This analysis showed employees with less than 20 years of service would have resulted in additional employer cost for their PTO severance pay outs. Employees with more than 20 years of service would have received less. If sick leave banks had been taken into consideration, the PTO payouts would have increased and could actually cost the employer much more especially for those employees with more than 20 years of service.
 - d. Historical compensated balances were reviewed. This amount represents the estimated cost for leave balances for all employees as of 12/31 of a given year. The City's average compensated absences cost is \$1.3 million from 2009 – 2016. It was also noted the City's average severance payout (both retirements and resignations) from that same period has been \$80,000 per year. It was also discussed that the City may not have to pay the entire compensated absence balance at any given year as the sick leave benefit is only paid if certain criteria is met.

7. Committee members acknowledged that offering PTO could be better for new employees by accelerating their initial leave accruals and offering more flexibility; however, concerns were raised regarding switching to PTO due to the following:
 - a. PTO would involve a costly implementation transition. Under the PTO model, employees would be eligible for full payout of PTO hours where now sick leave is generally only paid out at retirement. This could result in increased payouts when employment ends.
 - b. Additional administrative burden for tracking multiple plans especially if the extended sick leave bank is offered.
 - c. PTO needs to be negotiated with all the unions – there could be significant concessions from the City if we decided to pursue.
 - d. Supervisor concerns with increased unplanned absences, sick employees coming to work (saving/not wanting to use their PTO), and FMLA non-compliance (may be harder to track when applicable versus calling in sick).
 - e. PTO could actually become a disincentive for an employee to stay. Current employees realize they are losing their sick leave if they leave early – that would not be the case if new employees were transitioned to PTO and their full and accelerated accrual balance would be paid upon termination rather than retirement. NOTE: Most unions have a provision that allows 75% payout of sick leave after 20 years of service. This provision is not an option for non-union Department Heads and Supervisors who must remain with the City until eligible for PERA retirement.
 - f. PTO being implemented for only non-union staff at this time. In the past there have been changes to non-union Department Head and Supervisor benefits that were not negotiated with the unions i.e. non-union new hires are not eligible for longevity compared to all unions that still have the benefit. Concerns were raised that continued changes to non-union benefits may result in a less incentive for employees wanting to be promoted to supervisors.
 - g. Employees do not want to lose their sick leave severance benefit; however, if PTO was adopted, the Committee hopes there would be special consideration for “grandfathering” current employees i.e. offering the extended sick leave bank and utilizing our current severance payout benefit.
 - h. The Committee would have appreciated more input and/or guidance from Council relative to a model plan they would find acceptable. This would have assisted in narrowing our review for PTO options and cost analyses.
 - i. It appears that our current vacation/sick leave model is financially sustainable at this time.

COMMITTEE RECOMMENDATIONS: City Administrator Thoreen individually polled all union and non-union employee representatives during the August 16, 2017, Committee meeting. All representatives noted that after discussing this issue with their members, the majority of each group wants to keep the current vacation and sick leave model vs. utilizing PTO. The Committee’s recommendation will be presented to the Council at their August 21, 2017 meeting.

The Committee also thanked Staff for their hours of research and meeting preparation to help the Committee review and make an educated decision regarding how PTO could affect their members.

Respectfully submitted,

HR Coordinator Kris Schubert



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Driver's License Office Lease Amendment

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☒ P&F COMMITTEE ☐ SPW COMMITTEE ☐ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Administration
Presenter (Name & Title): City Administrator Thoreen	Estimated Time Needed: 5 Minutes
Summary of Issue: The lease with for the Drivers License Office in the annex is set to expire October 31, 2017. The attached amendment is proposed to extend the lease until October 31, 2019 with an additional 1 year lease option.	
Alternatives, Options, Effects on Others/Comments: The current lease rate is \$13.38 per square foot or \$1,208.66 a month.	
Recommended Action/Motion: The recommended action would be to approve and authorize signatures of the proposed lease amendment and for staff to be authorized to make the required improvements as described in the amendment.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☒ Yes ☐ No <i>What is the total cost, with tax and shipping</i> \$ <u>unknown</u> <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i> Funds for the improvements would come from the general capital account.	

STATE OF MINNESOTA

AMENDMENT OF LEASE

Amendment No. 1

Lease No. 11934

THIS AMENDMENT No. 1 to Lease No. 11934 is made by and between the City of Brainerd, hereinafter referred to as Landlord (previously known as Lessor), and the State of Minnesota, Department of Administration, hereinafter referred to as Tenant (previously known as Lessee), acting for the benefit of the Department of Public Safety; Driver and Vehicle Services.

WHEREAS, Landlord and Tenant entered into Lease No. 11934, dated September 27, 2012, as may subsequently be amended, involving the lease of approximately one thousand eighty four (1,084) usable square feet of office space in the building located at 213 5th Street South, Brainerd, Minnesota;

WHEREAS, the parties deem certain amendments and additional terms and conditions mutually beneficial for the effective continuation of said Lease;

NOW THEREFORE, Landlord and Tenant agree to substitution and/or addition of the following terms and conditions, which shall become a part of Lease No. 11934 effective as of the date set forth herein.

1. **RENEWAL TERM** This Lease shall be renewed for a period of two (2) years, commencing November 1, 2017 and continuing through October 31, 2019 ("Renewal Term"), at the same terms and conditions as set forth in the Lease, except as otherwise provided herein.
2. **RENT**
 - 2.1 **Rent Payment** Tenant shall pay Landlord rent for the Renewal Term in the sum of thirty one thousand four hundred ninety and 16/100 dollars (\$31,490.16) according to the rent schedule set forth below:

LEASE PERIOD		SQUARE FEET	RATE PER SQ. FT.	MONTHLY PAYMENT	RENT FOR LEASE PERIOD
11/1/17	- 10/31/18	1,084	\$14.38	\$ 1,298.99	\$ 15,587.88
11/1/18	- 10/31/19	1,084	\$14.67	\$ 1,325.19	\$ 15,902.28
				TOTAL	\$ 31,490.16

- 2.2 Rent Billing Address Landlord shall mail or personally deliver all original bills and statements to Tenant at the following address:

Accounts Payable
Department of Public Safety
444 Cedar St Ste 126
St Paul MN 55101-5126

- 2.3 Rent Payment Address Tenant shall mail or deliver each monthly rent payment at the end of the applicable calendar month to Landlord at the following address:

City of Brainerd
City Hall
501 Laurel St
Brainerd MN 5640

3. **REMODELING**

- 3.1 Description Landlord shall provide the following labor and materials to the Leased Premise:

- a. Repaint the public area and the space on the Leased Premises used for testing.
- b. Replace carpet in the Leased Premises.
- c. Insulate the lower portion of the northwest-facing windows in the reception area in the entrance hallway.
- d. Install a new countertop for three workstations with electrical hookups using the design attached hereto as Exhibit A.
- e. Replace all drop-in ceiling tiles in the Leased Premises.
- f. Replace all window shades in the Leased Premises.
- g. Re-lamp or replace all light fixtures.

- 3.2 Date of Completion Landlord agrees to complete said remodeling as soon as practicable, but not later than November 15, 2017.

4. **OPTION TO RENEW**

- 4.1 Landlord grants and Tenant accepts the right to one (1) option to renew this Lease for a period of one (1) year, commencing November 1, 2019 and continuing through October 31, 2020 ("Option Period") at the same terms, conditions and rental rate as this Lease.
- 4.2 To exercise the above noted Option Period, Tenant must indicate in writing its intent to exercise said option no later than September 30, 2020.
- 4.3 Tenant shall pay Landlord rent for the Option Period in the sum of sixteen thousand two hundred sixteen and 68/100 dollars (\$16,216.68) payable in equal monthly payments of

one thousand three hundred fifty one and 39/100 dollars (\$1,351.39), a gross annual rate of \$14.96 per usable square foot.

5. **TENANT'S ALTERATIONS**

5.1 **Deletion** Section 10 of the Lease is hereby deleted and of no further force or effect and is replaced with the following Sections 5.2 and 5.3.

5.2 **Replacement** In the event Tenant desires to remodel, make alterations, additions and/or changes (hereinafter, "Alterations") to the Leased Premises, and it is determined that such Alterations are at Tenant's expense, Tenant shall not make such Alterations without the advance written consent of Landlord, which Landlord shall not unreasonably withhold. Alterations shall be approved by and arranged through Landlord as follows:

a. Upon Tenant's request, Landlord shall provide Tenant up to three (3) written cost estimates from Landlord's vendors for desired Alterations. Landlord or Landlord's agent/management company shall not include supervision fees as a part of the cost of Alterations.

b. Alterations shall be documented and authorized in advance, as follows:

(i) Alterations totaling \$2,500.00 or less shall be set forth in and authorized by Tenant in Tenant's signed Purchase Order which shall be submitted to Landlord.

(ii) Alterations totaling \$2,500.01 through \$8,000.00 shall be set forth in and authorized by Tenant in a signed Remodeling Request Memo, which shall be submitted to Landlord.

(iii) Alterations totaling \$8,000.01 or more shall be set forth and authorized by Landlord and Tenant by way of an executed Amendment to the Lease.

5.3 Upon completion of said Alterations, Landlord shall pay the appropriate vendor(s), and Tenant shall reimburse Landlord within thirty (30) days following receipt of a detailed invoice from Landlord.

6. **UTILITIES REPORTING** At the end of each quarter without any request by Tenant, Landlord shall provide utility usage for any or all of the utilities, electricity, gas, sewer and water, during the timeframe and format as specified by Tenant.

7. **INSURANCE AND LIABILITY**

7.1 **Deletion** Section 14 of the Lease are hereby deleted and of no further force or effect and is replaced with the following Section 7.2.

7.2 Replacement

a. Property Damage

- (i) It shall be the duty of Landlord and Tenant to maintain insurance or self-insurance on their own property, both real and personal. Notwithstanding anything apparently to the contrary in this Lease, but subject to subsection b, Landlord and Tenant hereby release one another and their respective partners, officers, employees and property manager from any and all liability or responsibility to the other or anyone claiming through or under them by way of subrogation or otherwise for loss or damage, even if such loss or damage shall have been caused by the fault or negligence of the other party or anyone for whom such party may be responsible.
- (ii) Landlord shall indemnify, defend and hold Tenant harmless from any and all claims, loss, damage and expense arising from water or water-related incidents affecting the Leased Premises, except for those arising from Tenant's negligent or intentional acts or omissions.

- b. Liability Subject to subsection 7.2(a) (ii) above, Landlord and Tenant agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. Tenant's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736, and other applicable law.

8. SUSTAINABILITY

- 8.1 Landlord agrees if there is a facility within 50 miles of the Leased Premises and an available hauler, Landlord must provide, at its expense, containers at a central location for collection of organics for pickup by the hauler.
- 8.2 Quarterly (Calendar Year) Reporting At the end of each quarter without any request by Tenant, Landlord shall provide solid waste, recycling and composting disposal amounts, during the timeframe and format as specified by Tenant.

- 9. EXECUTION IN COUNTERPARTS This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed to be an original and all of which counterparts of this Amendment taken together shall constitute but one and the same Amendment. Delivery of an executed counterpart of this Amendment by facsimile or email or a PDF file shall be equally as effective as delivery of an original executed counterpart of this Amendment.

10. Except as modified by the provisions of this Amendment, said Lease is ratified and confirmed as originally written. All capitalized terms used but not defined herein shall have the meanings assigned to them as set forth in the Lease, unless otherwise stated.

EXHIBITS:

Exhibit A Countertop Design

IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.

LANDLORD:

CITY OF BRAINERD

Landlord certifies that the appropriate person(s) have executed the Lease on behalf of Landlord as required by applicable articles, bylaws, resolutions or ordinances.

By _____

Title _____

Date _____

By _____

Title _____

Date _____

TENANT:

STATE OF MINNESOTA

DEPARTMENT OF ADMINISTRATION
COMMISSIONER

By _____
Real Estate and Construction Services

Date _____

APPROVED:

STATE OF MINNESOTA

DEPARTMENT OF PUBLIC SAFETY

By _____

Title _____

Date _____

Date _____

STATE ENCUMBRANCE VERIFICATION

Individual signing certifies that funds have been encumbered as required by Minn. Stat. §16A.15 and §16C.05.

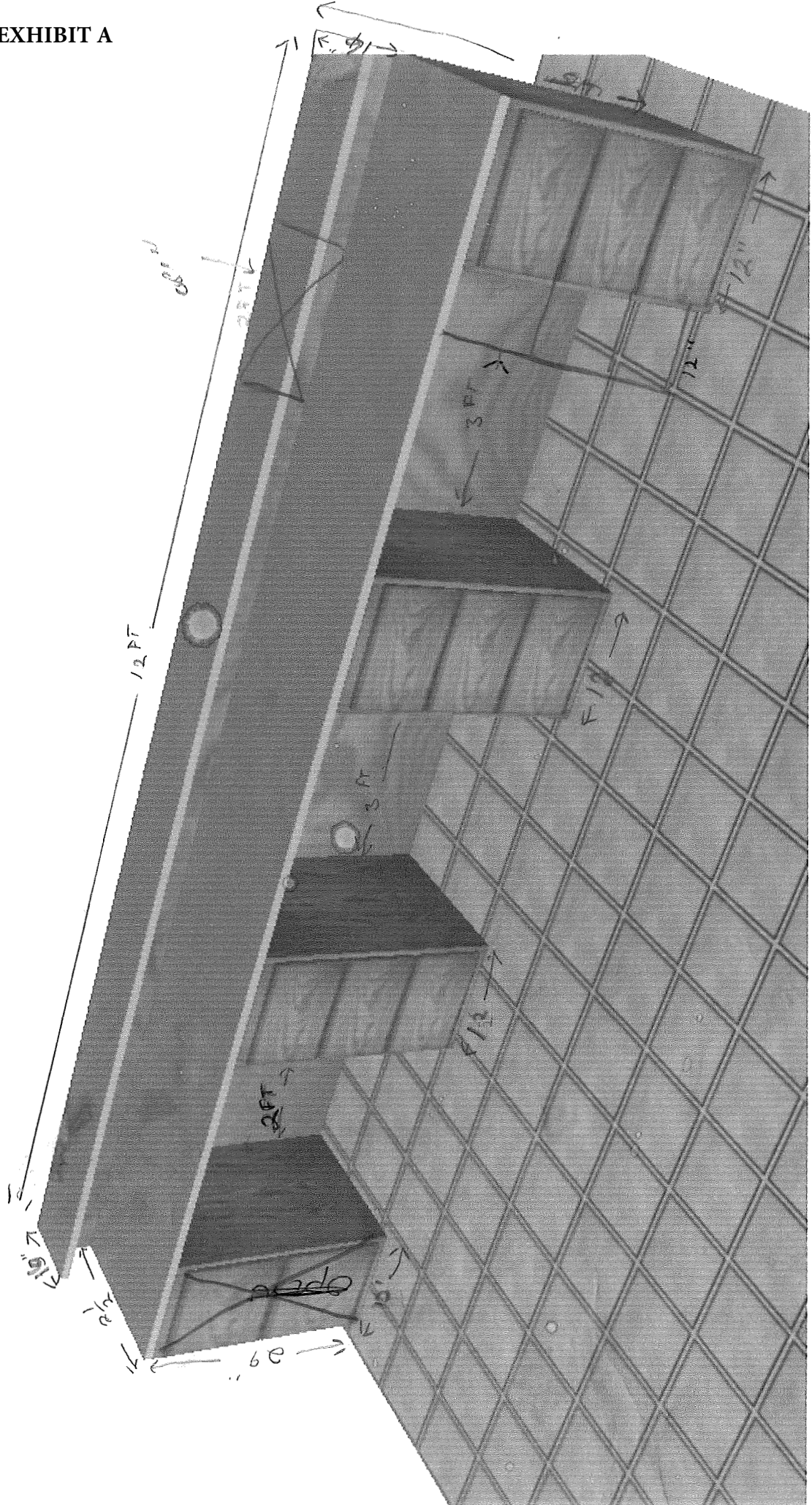
By _____

Date _____

SWIFT P.O. _____

Contract No. _____

RAINBOW
DRIVER EXAM STATION





Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Additional Agenda Item for August 28, 2017 Workshop

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☐ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☒ Discussion Item ☐ Hold Public Hearing* ☐ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Jim Thoreen	Department: Adminstration
Presenter (Name & Title):	Estimated Time Needed: 5 Minutes
Summary of Issue: The Council has scheduled a special meeting on August 28th to review and discuss the preliminary budget. I am requesting the addition of a special presentation to that agenda. Former WSN leader and BLAEDC Board member Bruce Buxton has taken on an assignment to look at our Community from River to Rails. He has met with several dozen business owners, banking community officers, major property owners and others to create a grand scale vision narrative which focuses a major corridor from the Mississippi to the BN Center. The presentation will be attended by several community leaders who endorse this approach and will speak to its viability. The who, what, why, how and when of this effort will be demonstrated in a slide show.	
Alternatives, Options, Effects on Others/Comments: Bruce has requested time on the August 28 agenda because he wants the Council fully informed before any further pursuit of these opportunities. He will not request any financial commitment. He will ask that the Council discuss it and, if appropriate on the 28th or a future meeting, offer an endorsement of the concept. His presentation will demonstrate that this is not a "city pays for everything" approach. In fact, he will advocate that the City's financial commitment be nominal. As the dreams and plans evolve, there may be need for TIF, tax abatement or other traditional tools. But nothing now.	
Recommended Action/Motion: If the Council has the level of comfort, a statement of concurrence with the Goals and Objectives of this movement. I will prepare a draft of such a statement.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☐ No <i>Please Explain:</i>	



Our community. Our commitment.

Vision

Build on current momentum to revitalize Brainerd's community district and create a strategic narrative that encourages planning and new private sector investments for the future.

DRAFT

Stakeholders

Elected Officials/Gov. Representatives
-City of Brainerd, Brainerd HRA, Others
Property Owners
Business Owners
Financing Institutions
Groups and Organizations
-ISD 181, Central Lakes College, YMCA, Arts and Music, BLAEDC, Destination Downtown/Chamber, Brainerd Restoration, Others

DRAFT



Opportunities

- Significant infrastructure and foundations exist
- Strengthened economy
- Sense of urgency and momentum today
- Changing generational perspective
- Substantial private investment and interest in Brainerd's community district
- Brainerd Comprehensive Plan Update
- Chance to collaborate on major community projects for a shared benefit

DRAFT

Next Steps

- Continue to meet with stakeholders, potential investors, and city representatives
- Present concept plan to Brainerd City Council and seek their support to continue
- Create vision task force to further articulate initiative into a strategy to be included in the Brainerd Comp. Plan
- Obtain City of Brainerd adoption and support of plan
- Promote and provide support to business owners and prospects



Brainerd Lakes Area
ECONOMIC DEVELOPMENT
Corporation

August 2017
Brainerd City Council Presentation
Marketing Informational Piece



Brainerd City Council Agenda Request

Agenda Item #

Requested Meeting Date: August 21, 2017

Title of Item: Proposed Ordinance No. 1471 - Rezoning 15073 Riverside Drive

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 1 st Reading <i>*provide copy of published hearing notice</i>
Submitted by: Mark Ostgarden, City Planner	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 10 minutes
Summary of Issue: Julie Dillon on behalf of Agate Homes, Inc., 401 W. Laurel Street, Brainerd, MN 56401 has applied to rezone property at 15073 Riverside Drive, Brainerd, MN 56401 from an R-1A (Single Family Residential) District to an R-3 (High Density Residential) District. The Planning Commission recommended denial. Minutes from the Planning Commission meeting held on August 16, 2017 are attached in draft form. Attached is proposed Ordinance No. 1471 and the City Planner Staff Report which provides the issue summary, maps and Findings of Fact.	
Alternatives, Options, Effects on Others/Comments: 1. Deny the rezoning which will not permit the parcels to be rezoned. 2. Approve the request which will permit the parcel to be used for R-3 uses.	
Recommended Action/Motion: A motion by _____ and seconded by _____ to hold/deny the first reading of proposed ordinance no.1471 rezoning property located at 15073 Riverside Drive, Brainerd, MN 56401 from an R-1A (Single Family Residential) District to an R-3 (High Density Residential) District and to dispense with the actual reading.	
Financial Impact: <i>Is there a cost associated with this request:</i> ☐ Yes ☒ No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> ☐ Yes ☒ No <i>Please Explain:</i>	

PLANNING COMMISSION
Wednesday, August 16, 2017

#1 Call to Order

Planning Commission Chair Headley called the meeting of the Brainerd Planning Commission to order at 6:04 p.m. in the City Hall Council Chambers.

Noted present were Commissioners Burslie, Gorham, Headley, Marohn and Wussow; and Council Liaison Lambert. Commissioner Antolak was noted as absent. Also present was City Planner Ostgarden.

#2 Approval of Agenda

MOTION AND SECONDED BY COMMISSIONERS LAMBERT AND GORHAM, DULY CARRIED, TO APPROVE THE AGENDA AS PRESENTED.

#3 Approval of minutes of the regular meeting held on July 19, 2017

MOTION AND SECONDED BY COMMISSIONERS WUSSOW AND GORHAM, DULY CARRIED, TO APPROVE THE MINUTES OF THE REGULAR MEETING HELD ON JULY 19, 2017.

#4 NEW BUSINESS

A. Public Hearing – Rezoning Request – 15073 Riverside Dr, Brainerd

City Planner Ostgarden explained the property owner approached the Planning Department earlier this summer about building a garage on the property. The property has a five unit apartment building which has no other structures. Prior to being an apartment, it appears that it may have been some type of motel. To provide an amenity to her tenants, she would like to build a garage for their use. The property in the entire area is zoned an R-1A, Single Family Residential. The apartment building was on the location prior to becoming city property. It was annexed into the city in 2002, with water and sewer connecting in 2004. This is of non-conforming use and does not conform to the zoning that allows single family dwellings, however there are rights associated with it. A non-conforming use can continue in its present condition for as long as the property owner desires. Maintenance can be done to the property and if an act of nature demolishes the building, the building could be rebuilt in its footprint. The dilemma that arises in a non-conforming use is when the owner is interested in expanding the intensity of the use. This is where the limitations are-state statute has specific language that specifies that an expansion of a non-conforming use is not permitted. This is a state statute; not a city or county decision. There is no other remedy for this situation other than to rezone the property to an R-3 (High Density District). This is where the dilemma is for the property owner and the city. In taking a look at a rezoning application, we as a community use the Planning Commission and the City Council to take a look at the long term effects of rezoning. The most significant land use item in the Comprehensive Plan is the future land use map. It is still anticipated to be low to medium residential development. The goals and strategies of the Comprehensive Plan have been provided. Another thing to consider is the proposed uses to compatibility with present and future land uses of the area. A five unit apartment building can certainly be argued as combatable activity even with a garage. We need to keep the big picture in mind as to what the possibilities could be in the future. A parcel of this size of 1.22 acres could pose a significant increase in the density on the site for additional apartments. The impact of the potential number of units in that area introduces a new element to that area regarding traffic, number of people and services. Based on the calculations theoretically could permit up to 26 units on the property and meet the zoning requirements. Traffic generated on Riverside Drive is busier

at 7:30 a.m. and at 4:30 p.m. but certainly could handle the increase and congestion. The site is already serviced by city sewer and water and would be capable of the increase. One of the things that was verified is that Riverside Drive is a county jurisdictional road and the Assistant County Engineer has commented to the request which is provided. A parcel size of 1.22 acres is capable of multiple apartments and four other locations in the city were compared in size. Three of the four currently have 24 units each and one has 21 units. City Planner Ostgarden has received two phone calls from concerned residents who are against the rezoning of the area.

The Chair opened the Public Hearing at 6:33 p.m.

The Chair welcomed Julie Dillon of Agate Homes, property owner of the apartment building. She recently purchased the property last August, and was interested in building a garage for the tenants use. She feels that Riverside Drive is already a highly traveled road and not an ideal single family residential area. She wants to provide a better rental building for residents with a nicer quality property and garage availability is a plus when renting apartments. She has also updated a lot of the building on the exterior, as well as the interior. A place for residents to store their belongings would be a definite improvement to the overall look of the property. It would eliminate the residents having things alongside the building or in the yard area. It would clean up the area significantly. She feels that there is a great need for housing in Brainerd and basically nice affordable housing. She has no plans or desire to increase the building for more rental units. The garage plans have not even been drawn up nor has a contractor been contacted. She wanted to find out if it was possible or allowed before she went any further in the plans.

The Chair welcomed Mr. Bruce Smith of 15090 Riverside Drive. Mr. Smith has resided on Riverside Drive for 33 years. The majority of the area is single family residential and Mr. Smith is against the rezoning as this would compromise the rural neighborhood feeling as well as increase traffic on the road that is already very busy at times. Even now having a five unit rental, there has been turnover of residents and some without transportation. Increasing this would create a much larger problem.

The Chair welcomed Ms. Pat Hansen of 15046 Riverside Drive. Since the relocation of McKay Road, she already has a huge problem even getting out of her driveway to make a left turn onto Riverside Drive. Ms. Hansen is against the rezoning of the area due to the increase of traffic and the constant turnover of residents on the road. With it being a single family residential area, you know most of the neighbors and longevity of the residents is apparent and there is a "homey" feeling to living there.

The Chair closed the Public Hearing at 6:46 p.m.

Council Liaison Lambert read the Findings of Fact as follows:

1. The property is located in an R-1A (Single Family Residential) District and the owner desires to rezone the property to an R-3 (High Density Residential) District.
2. The site is approximately 1.22 acres and developed with a 5-unit apartment building. R-1A zoning does not permit multi-family residential. The use is legal non-conforming.
3. Minnesota Statutes regarding non-conformities reads:
(a) Except as otherwise provided by law, any nonconformity, including the lawful use or occupation of land or premises existing at the time of the adoption of an additional control under this chapter, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:
(1) the nonconformity or occupancy is discontinued for a period of more than one year; or

(2) any nonconforming use is destroyed by fire or other peril to the extent of greater than 50 percent of its estimated market value,

4. The site does not have a garage and the non-conforming status of the property does not permit the garage to be constructed.
5. The site is located along Riverside Drive; a county jurisdiction road in an area that can be considered not urban in nature.
6. The property is connected to city services and there is capacity for additional development on the site and in the area.
7. The decision to rezone the property to R-3 should not be based on solely on a desired property amenity, but rather the long-term implications of an R-3 zone for the property and surrounding area.
8. Zoning Ordinance site development regulations permit the property density to increase to 26 units/acre.
9. Rezoning the property would not be consistent with the Comprehensive Plan Future Land Use Map that identifies the property and surrounding area as appropriate for future Low to Medium Residential land use with a density of 3 to 5 units/acre. The current density is approximately 4 units/acre.
10. The request is not consistent with the following Comprehensive Plan Goals and Strategies:

MOVED AND SECONDED BY COMMISSIONERS WUSSOW AND GORHAM, DULY CARRIED, TO ADOPT THE FINDINGS OF FACT.

MOVED AND SECONDED BY COMMISSIONERS LAMBERT AND BURLSIE, DULY CARRIED, TO DENY THE REZONING REQUEST BASED ON THE FINDINGS OF FACT.

B. UPDATE Draft Zoning Ordinance Chapter 35 – Antennas and Towers

MOVED AND SECONDED BY COMMISSIONERS

C. Presentation: Emma Anderson – Planning Intern

#5 PUBLIC FORUM

#6 OLD BUSINESS

Comprehensive Plan –

Report on Steering Committees -

#7 **COMMISSIONERS' QUESTIONS/COMMENTS**

#8 **CITY PLANNER'S REPORT**

#9 **ADJOURNED AT 7:30 P.M**

Respectfully submitted,

Mark Ostgarden AICP
City Planner

**ORDINANCE
NO. 1471**

**AN ORDINANCE
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-4-2 of the Brainerd City Code is hereby amended by changing the zoning designation of the following described property from R-1A (Single Family Residential) District to R-3 (High Density Residential) District:

THAT PART OF GOVT LOT 5 DESC AS FOLLOWS; COMM AT THE SW CORNER OF SAID GOVT LOT 5, THEN N 00 DEG 30 MIN W 345.60 FT ALG THE W LINE OF SAID GOVT LOT 5 TO THE CENTER LINE OF CSAH 20 , THE SCENIC RIVER ROAD, THEN N 66 DEG 03 MIN E ALG SAID CENTERLINE, 423 FT TO THE POINT OF INTERSECTION WITH THE CENTERLINE OF MC KAY RD, THE POINT OF BEG, THEN N 02 DEG 57 MIN W ALG THE CENTERLINE OF SAID MC KAY RD, A DIST OF 250 FT, THEN S 66 DEG 03 MIN W 300 FT, THEN S 02 DEG 57 MIN E 250 FT, THEN N 66 DEG 03 MIN E 300 FT TO THE POINT OF BEG. SUBJECT TO AN EASEMENT OF RECORD FOR CSAH #20.

P.I.N. #080343305E00009

SECTION TWO: This Ordinance shall take effect and be in force one week from and after its publication.

Adopted this _____ day of _____, 2017

DAVID PRITSCHET
President of the Council

Approved this _____ day of _____, 2017

EDWIN L. MENK
Mayor

ATTEST: _____
JAMES M. THOREEN
City Administrator

Published: One Time, _____

STAFF REPORT TO THE PLANNING COMMISSION

August 7, 2017 Updated August 17, 2017

APPLICANT/LOCATION:	Julie Dillon of Agate Homes, PO Box 421, Brainerd MN for property located at 15073 Riverside Drive, Brainerd, MN 56401
REQUESTED ACTION:	Rezone property from an R-1A (Single Family Residential) District to an R-3 Multiple Family Residential District
AREA:	53,000 square feet +/- or 1.22 acres
ADJACENT USES:	North: Single family East: Single family South: Single family West: Single family
ADJACENT ZONING:	North: R-1A (Single Family Residential) District East: R-1A (Single Family Residential) District and South: R-1A (Single Family Residential) District and Unorganized Territory West: R-1A (Single Family Residential) District and Unorganized Territory

The property owner desires to construct a garage on the property. The multi-family dwelling is a non-conforming use, which by state statute cannot be expanded. The property owner is requesting the R-3 zoning to be able to construct the garage.

PETITION EVALUATION

In compliance with Section 515.09 of the Brainerd Zoning Ordinance, the Planning Commission shall conduct a Public Hearing regarding this request. To assist the Planning Commission in evaluating the suitability of this requested change, the following are guidelines and a staff review of issues associated with the application to consider in the review process.

1. The proposed action's consistency with the specific policies and provisions of the official City Comprehensive Plan.

Attached are the Comprehensive Plan Land Use Goals and Strategies by which this proposal should be reviewed.

2. The proposed use's compatibility with present and future land uses of the area.

The attached section of the Comprehensive Plan Future Land Use Map identifies this property as low to medium residential land use. Single family and two-family zoning is consistent with the Future Land Use Map.

The Comprehensive Plan specifies:

Low to medium density residential development as portions of Brainerd that should contain one and two-family dwellings such as duplexes and town homes. Low to Medium Density Residential could include both the older, smaller lot, single-family subdivisions found within the city as well as the newer, larger lot subdivisions within the city and its planned growth areas.

The overall density of these areas should be maintained at or between three and five units per acre.

The site is having a five-unit apartment building on 1.22 acres, which is about 4 units per acre.

3. The proposed use's effect upon the area in which it is proposed.

The use is nonconforming as a multi-family dwelling in a single family residential zoning district. Minnesota State Statute grants non-conforming uses with many rights to remain. It reads in part:

Nonconformities.

(a) Except as otherwise provided by law, any nonconformity, including the lawful use or occupation of land or premises existing at the time of the adoption of an additional control under this chapter, may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:

(1) the nonconformity or occupancy is discontinued for a period of more than one year; or

(2) any nonconforming use is destroyed by fire or other peril to the extent of greater than 50 percent of its estimated market value,

The property owner's desire to construct a garage is considered a conforming use expansion and not allowed. A variance is not an option for the property owner, as Minnesota statutes do not permit municipal use variances.

Should the property be zoned R-3, there is potential to add units on the site. The Zoning Ordinance specifies that:

Lot Area Per Unit for lots created after June 15, 2009:

- 1. Two Family: Three thousand (3,000) square feet*
- 2. Multiple Family: Two thousand (2,000) square feet*

Example: 10 apartment units will require 20,000 square feet (a little less than an acre).

The Zoning Ordinance continues:

A lot of record existing prior to June 15, 2009 is not required to meet minimum lot area requirements.

The property is a lot of record; meaning the square foot per unit requirement does not apply. However, based on the ratio, the site is theoretically permitted 26 units.

Attached are 4 examples of parcels approximately the same size as the parcel proposed for rezoning. They are provided to help visualize the ability of the parcel to accommodate the increased density.

A site limitation in the Zoning Ordinance specifies:

Residential Uses. Impervious surface lot coverage shall not exceed sixty (60) percent of the total lot area.

4. Traffic generation of the proposed use in relation to capabilities of streets serving the property.

Traffic generated by this site is served by Riverside Drive which can achieve some high traffic volumes in the mornings and afternoons.

Attached is an e-mail from Crow Wing County Assistant Engineer Rob Hall about the potential impact additional apartment units could have for Riverside Drive and the neighborhood.

5. The proposed use's impact upon existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.

City sewer and water is available to the site. If additional units are built, the water service size will need to be increased.

PLANNING DEPARTMENT REVIEW

The property owner is interested in a near term improvement. The dilemma the request creates is the long-term implications or potential the rezoning request will create. It is this longer-term review that property owners can have a difficult time understanding or accepting.

There are many examples of sites of approximately 1 acre or less on which 20 or more units have been constructed.

Attached for consideration is a Draft Findings of Fact.

PLANNING COMMISSION AND CITY COUNCIL ACTION

The Planning Commission can consider a recommendation on this request at its August 16, 2017 meeting. The City Council can receive the Planning Commission recommendation and consider an Ordinance First Reading on August 21, 2017 and an Ordinance Second/Final Reading on TUESDAY, September 5, 2017.

Respectfully submitted,

Mark Ostgarden AICP
City Planner

COMPREHENSIVE PLAN GOALS AND STRATEGIES

LAND USE

LAND USE GOAL #1: *Support the efficient and orderly growth of all urban development, including residential, commercial and industrial areas. Strengthen the distinction between the urban city and the rural countryside with well planned and carefully coordinated services appropriate to the distinct needs of each.*

Strategies

1. Work with Baxter, Crow Wing Township, Long Lake Township, Oak Lawn Township, Unorganized Territory and the County to identify growth areas.
2. Work with the County and adjacent townships to maintain low residential densities in planned growth areas to promote the efficient extension of public utilities.
3. Work with adjacent units of government to develop orderly annexation plans for areas that are urban or are about to become urban in character located within the city's planned growth areas, as services can be provided to those properties. Work cooperatively with the adjacent townships, the county, and property owners to encourage orderly growth and development.
4. Conduct an environmental review of lands within the planned growth area to assess potential impacts that may occur from the growth and development of the community. Amend the Comprehensive Plan to address identified impacts, if necessary.
5. Review all applicable ordinances and policies to ensure that they do not deter desirable, self-supporting development.
6. Identify areas of significant natural resource benefit and protect these areas from premature or incompatible development.
7. **LAND USE GOAL #2:** *Plan for the orderly, efficient and fiscally responsible growth of commercial and industrial development in Brainerd.*

Strategies

1. Require new commercial and industrial developments to have access to adequately sized and designed public roads.
2. Locate and design industrial and commercial developments to avoid the routing of traffic through residential neighborhoods.

3. Encourage the development of additional commercial and industrial areas within the city in accordance with the land use plan.
4. When available, require all commercial and industrial developments to be on public sewer and water.
5. Buffer commercial and industrial developments from environmentally sensitive areas, residential neighborhoods and other incompatible land uses within the community.

LAND USE GOAL #3: *Plan for the orderly, efficient and fiscally responsible growth of residential development in Brainerd.*

Strategies

1. Continue to guide residential growth in an orderly and compact manner so that new developments can be effectively served by public improvements and that the character and quality of the city's existing neighborhoods can be maintained and enhanced.
2. Encourage well-designed residential subdivisions at urban densities in the designated growth areas of the city. Locate higher density residential developments in areas adjacent to higher density development and major transportation systems to efficiently address traffic volumes.
3. Only place high-density developments in areas with adequate transportation infrastructure.
4. Encourage development of low density and high-density family housing units in those areas designated on the adopted Land Use Plan.
5. Encourage compatible infill residential development throughout the developed portions of the city, to encourage the efficient use of land, the establishment of a strong tax base and the cost-effective provision of city services.
6. Require all residential developments to be connected to public sewer and water where feasible.
7. Encourage the development of trail systems and open spaces in new residential developments with "points of interest" destinations.
8. Encourage housing rehabilitation and redevelopment in appropriate areas.

LAND USE GOAL #4: *Plan land uses and implement standards to minimize land use conflicts.*

Strategies

1. Prepare and adopt a land use plan that designates land use areas and guides development to appropriate areas to ensure desirable land use patterns and minimize conflicts.
2. Require adequate transitions between different land uses through appropriate land use planning and zoning standards.
3. Promote architectural/site aesthetics that are compatible with community standards.
4. Encourage the location of commercial and industrial development in areas that avoid adverse impacts, such as truck traffic, through residential areas.
5. Prepare design standards for commercial, industrial and multi-family housing development.

LAND USE GOAL #5: *Support development that enhances community character and identity.*

Strategies

1. Work to strengthen and maintain the appearance of the Business Highway 371, Highway 210/Washington Street, Oak Street (former Highway 18), Highway 25 and County Road 3 corridors through design standards, trails, lighting, sidewalks, signage and other tools.
2. Develop and enforce architectural/site-planning standards in both the downtown and general commercial areas that support and promote community aesthetic standards.
3. Support and enhance Brainerd's ability to attract new development by identifying quality building sites that provide efficient infrastructure, specifically in growth areas.
4. Support the redevelopment of vacant and abandoned sites within the urban core.
5. Ensure that high quality developments are well planned and connected to existing development through the efficient use of streets, utilities and infrastructure.
6. Develop a "Community Resources Master Plan" that identifies unique environmental, cultural and architectural sites within the community. Establish preservation guidelines that allow for adaptive re-use, or redevelopment.
7. Work with property owners to encourage the development of attractive entrances and gateways to the community.

Mark Ostgarden

From: Rob Hall <Rob.Hall@crowwing.us>
Sent: Thursday, August 10, 2017 3:41 PM
To: Mark Ostgarden; Tim Bray
Cc: Paul Sandy; James Fladung
Subject: RE: Riverside Drive Rezoning

Mark, thank you for providing the below information. The property in question currently has two access points onto Riverside Drive, an urban designed roadway. Depending upon the location and layout, the installation of a garage structure to serve the five existing apartment units would not have a negative impact on Riverside Drive.

The rezoning that could allow for the potential of 26 units would have a negative impact due to the traffic generation. Prior to any expansion of units on the property, the County Highway Department may require a traffic study to be performed by the developer to review access management, the possibility of bypass/turn lanes being warranted, identify any issues related to the three-way stop at McKay Road, and the possible use of Highview Circle as a primary means of access to the parcel.

If you have any questions, feel free to contact me.

We value your opinion – please let us know how we are doing.
[Customer Service Survey](#)

Robert Hall
Assistant County Engineer
Crow Wing County Highway Department
16589 CR 142
Brainerd, MN 56401

Office: (218) 824-1110
Email: rob.hall@crowwing.us
www.crowwing.us



Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

From: Mark Ostgarden [<mailto:mostgarden@ci.brainerd.mn.us>]
Sent: Wednesday, August 09, 2017 11:45 AM
To: Tim Bray <Tim.Bray@crowwing.us>; Rob Hall <Rob.Hall@crowwing.us>
Cc: Paul Sandy <psandy@ci.brainerd.mn.us>; James Fladung <jfladung@ci.brainerd.mn.us>
Subject: Riverside Drive Rezoning

Hi Tim and Rob. Just beyond McKay Road on Riverside Drive is a 5 unit apartment building on a 1.2 acre parcel. The parcel is zoned single family residential like everything else in the that area. The owner wants to rezone the property to multiple family so she can build a garage. The 5 unit building is a nonconforming use and expanding the use is not allowed. The dilemma is short term the garage might be built, but if the zoning becomes multi-family long term there is the potential for up to 26 units on the site.

The question is IF it's rezoned, would traffic from about 26 units be an issue? What are site lines like along Riverside at that location?

PID is 080343305E0009

The hearing is August 16th.

Mark Ostgarden AICP

Mark Ostgarden
City Planner
501 Laurel Street
Brainerd, MN 56401
(218) 828-2309

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Date: 8/9/2017 Time: 10:21:19 AM



Untitled Map

Write a description for your map.

Legend



Google Earth

© 2017 Google

6.84 ft

Untitled Map

Write a description for your map.

Riverside Dr Looking NE

Legend



Google Earth

© 2017 Google

8.19 ft

Untitled Map

Write a description for your map.

Riverside Dr Looking SE

Legend

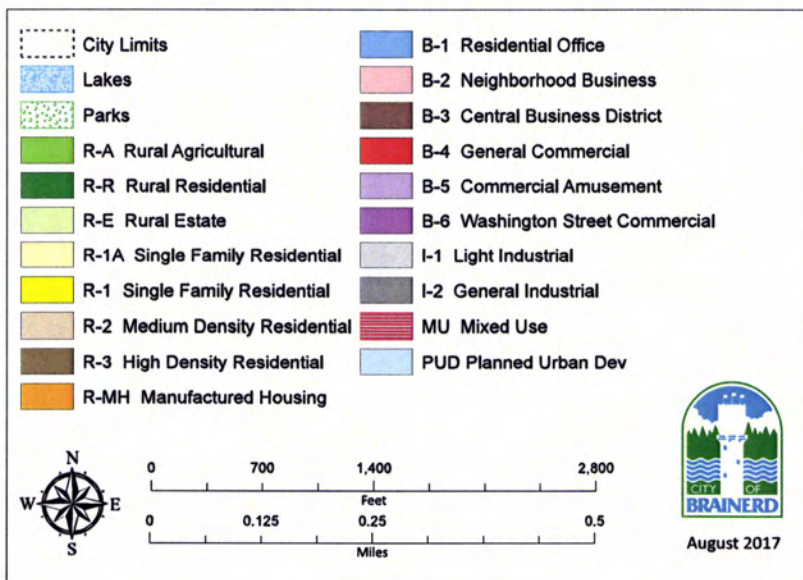
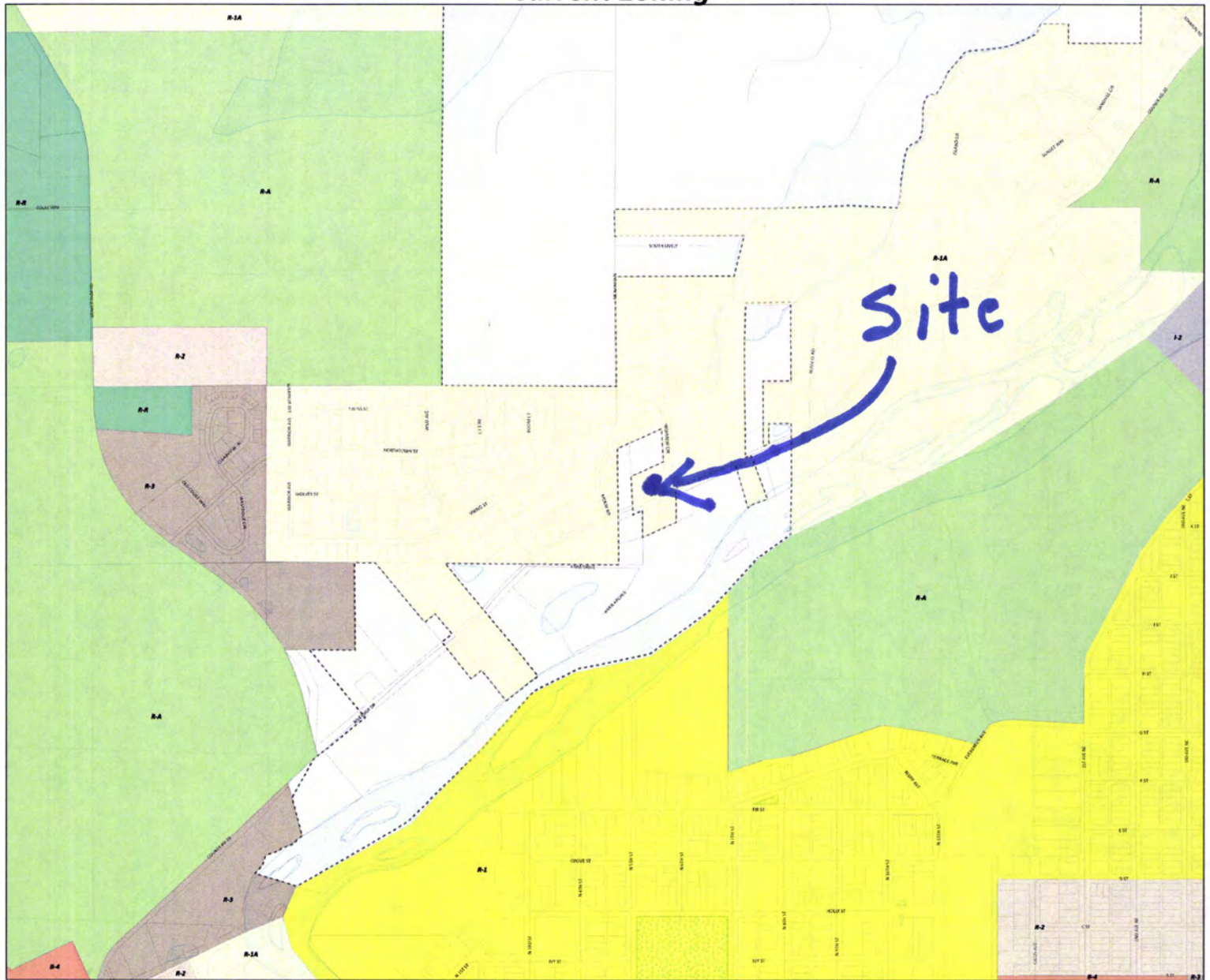


Google Earth

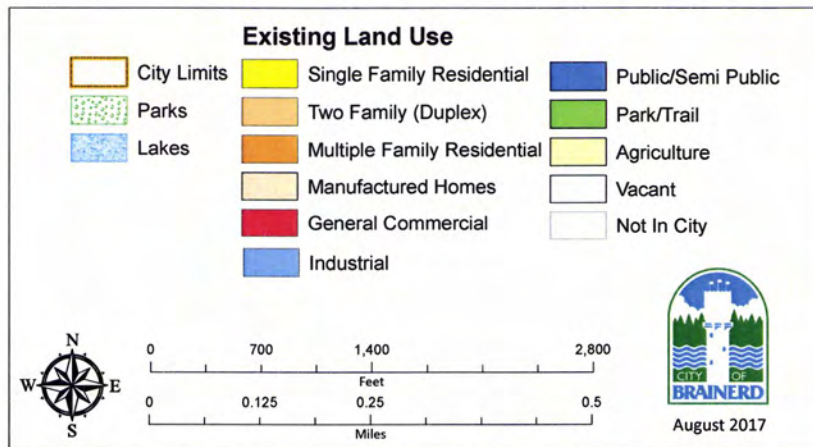
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7.12 ft

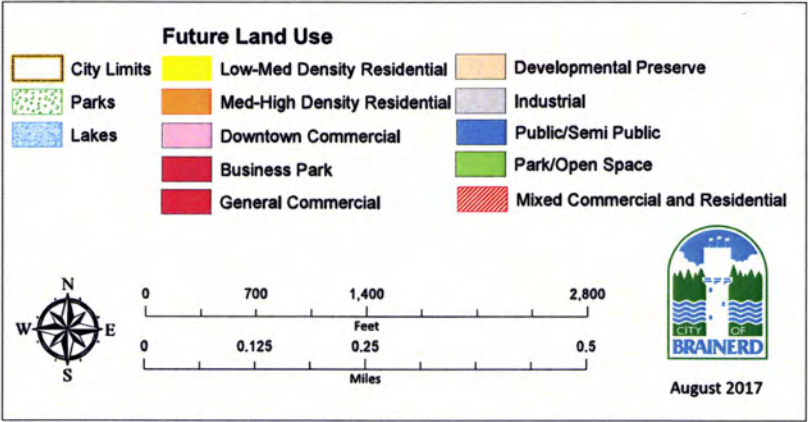
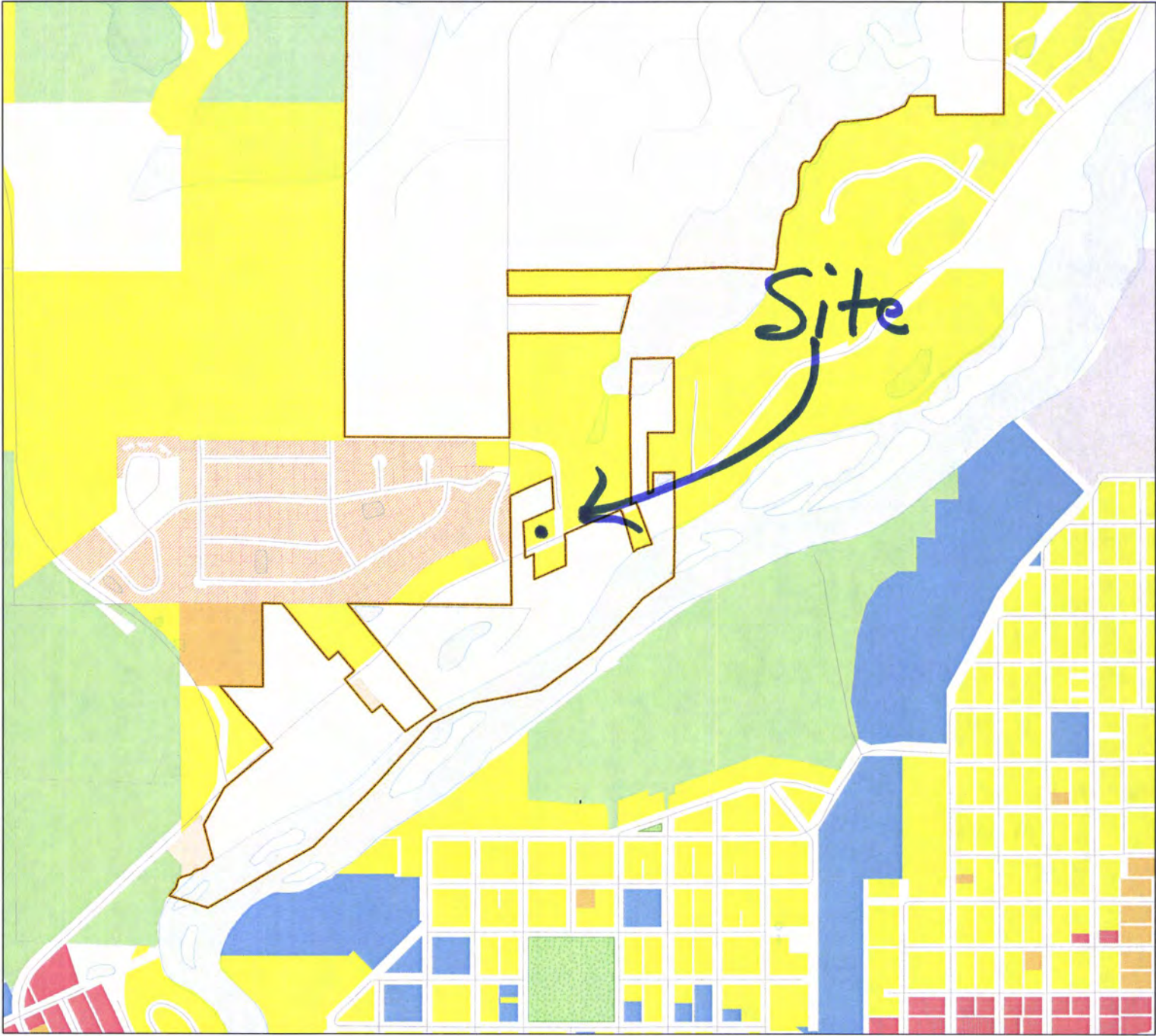
City of Brainerd Current Zoning



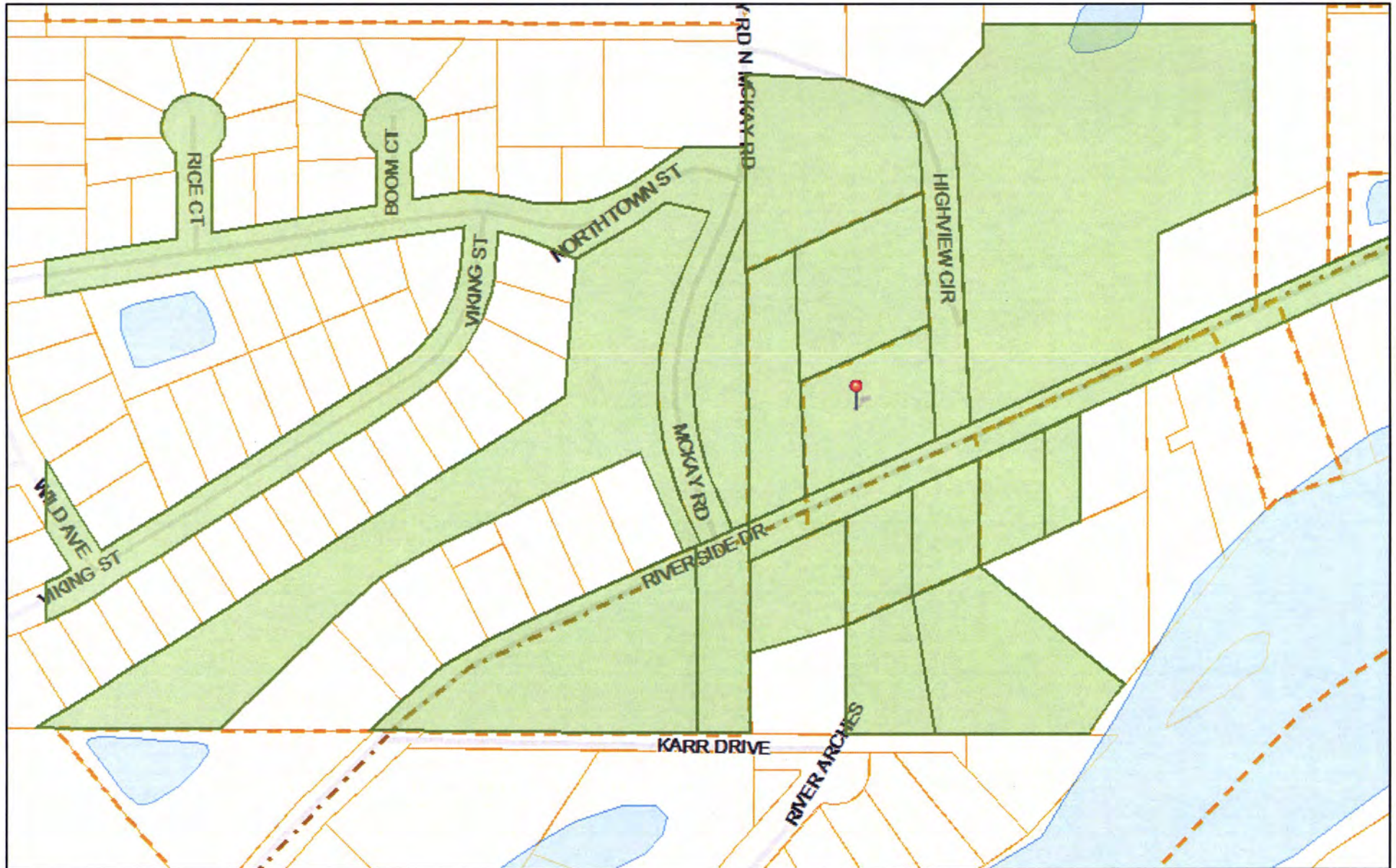
**City of Brainerd
Existing Land Use**



**City of Brainerd
Future Land Use**

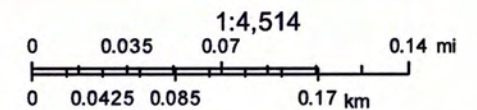


Rezoning 15073 Riverside Dr



August 1, 2017

- Select Parcels _Query result
- City Limits
- Water
- Trails
- Roads
- Parcels Crow Wing



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East end of Oak Street

Area: 1.68 acres

Units: 28



College Drive by CLC

Acres 1.21 acres

Units: 24



S. 8th Street and Rosewood Street

Area: 1.74 acres

Units: 24



Buffalo Hills Lane

Area: 1.45 acres

Units: 21

